OPEN SYSTEMS® Accounting Software

Payroll
User's Manual

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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Welcome to OSAS®

The OPEN SYSTEMS Accounting Software (OSAS) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

Customer Support

Open Systems, Inc. has a strong commitment to customer service and product quality. If you have difficulty using Open Systems, Inc. products, consult your user's manual and other OSAS reference materials. If you need more information, consult a customer support representative.

OSAS Overview

Resource Manager

The Resource Manager application is the foundation or shell of OSAS. It provides the operating environment that holds the other applications. Resource Manager also includes three powerful business features: Global Inquiry, Executive Information Summary (EIS), and Print Manager. With Global Inquiry, you can drill through your accounting data to find selected information throughout your system. With EIS, you can access company information quickly and view summaries of all aspects of a company or a group of companies. With Print Manager, when you print reports to file, your reports can be stored, sorted, printed, and searched for specific text.

Base Applications

Base applications are designed and produced with the largest possible number of industries in mind. They are most effective when you interface them with each other. Base applications are usually named after common accounting operations. Examples are: General Ledger, Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, Payroll, and Inventory.

Running OSAS

OSAS runs on an operating system supported by 150 megabytes of permanent storage and 4MB of RAM. You may need additional space or memory, depending on the size of your data files and the operating system you use. Consult your reseller for more information.

Starting OSAS in Windows

To start OSAS on a computer running Windows, double-click the OSAS shortcut on the desktop or access the program from the **Start** menu.

Starting OSAS on Other Operating Systems

To start OSAS on an operating system other than Windows, enter **osas** at the operating system prompt.

The **osas** command can recognize three parameters: **-t**, **-c**, and **-a**.

The terminal ID (**-t**) is the identification code assigned to the terminal you are using to run OSAS. On multiuser systems, each terminal usually has a default ID assigned when the terminals were added to the system. Use the **-t** parameter only when you want to log on with an ID other than the default ID. The terminal parameter is valid only if you are using Resource Manager for LANs.

The company ID (**-c**) is the identification code assigned to a company. If your system carries two or more companies and you do not enter a company ID, the menu of the company entered by the last person who used the terminal appears.

The access code (**-a**) is your personal password. Use the **Access Codes** function on the Resource Manager **Company Setup** menu to set up access codes.

The most general expression for getting into OSAS takes all the parameters into account. For example, if you are on terminal 2 (**T2**) working with company **B**, and the password is **apple**, specify that information to access the system:

osas -t T2 **-c** B **-a** apple

In UNIX you can enter the parameters in any order, and you can use any combination. You must leave a space between the parameter mark (**-t**, **-c**, or **-a**) and the parameter itself.

Note

In Windows, you can set up OSAS such that it always opens using a certain access code. Open the OSAS program shortcut's properties and enter the access code and your company ID in the **Target** box. For example, using **apple** as your access code and **H** as your company ID, enter the following:

C:\osas\progRM\osastm.exe -m4096 **-t**T00 **-n**T00 **- -a**apple **-c**H

If you want the system to prompt for an access code after opening, enter **-a** in the **Target** field, followed by a space, followed by **-c** and the company ID.

In the Windows icon properties, the parameter marks (**-m**, **-t**, or **-n**) can be entered in any combination but must be before the separation dash. The access code and company ID commands (**-a** and **-c**) must be entered *after* the separation dash. See the Resource Manager Installation Manual for more information on these parameters.

The Payroll System

Use the Payroll system to automatically figure employee wages; federal, state, and local withholding; and deductions. The Payroll system also tracks bonus pay and sick and vacation time and accumulates information for tax reporting. Finally, use the Payroll system to produce paychecks, reports, and employee W-2 forms.

Menu Structure

The Payroll menu structure is similar to the structure of other OSAS applications. Functions appear roughly in order of use.

Codes Maintenance

Use the functions on the **Codes Maintenance** menu to set up such codes for your payroll system as earning codes, deductions, and withholdings.

File Maintenance

Use the functions on the **File Maintenance** menu to set up and maintain information about your employees. For example, use the **Employees** function to establish and update information about your employees.

Employee Inquiry

Use the functions on the **Employee Inquiry** menu to view (but not change) information about employees. If you are running OSAS through a multiuser network, several people can look up the same information at the same time.

Daily Work

Once you establish the employee records using the functions on the **File Maintenance** and **Codes Maintenance** menus, you can use the functions on the **Daily Work** menu to enter transactions for your employees. The kind of entries you make depends on how your employees are paid—whether the employee is paid by the hour or piece or whether the employee is salaried. You might not use these functions every day; if your employees are paid monthly, for example, you might enter transaction information only once a month.

After you enter transactions, you can edit and review them. Then post the transactions so that you can produce paychecks.

Payday Work

Use the functions on the **Payday Work** menu to calculate and/or enter, produce, and post checks. The system can automatically calculate an employee's pay (for example, if the employee is salaried), or you can manually enter checks (for example, if the employee is paid according to how many pieces he or she produced).

You can also void checks, adjust vacation and sick hours accruals, and produce several reports.

Reports

Payroll offers two categories of reports: **Payroll Reports** and **Personnel Reports**. Both types summarize information from files. Payroll reports list information primarily from the history files. Personnel reports list information from the employee files.

Use the functions on the **Reports** menu as often as necessary to produce summarized information about transactions, tax information, employees' statuses, and salary history.

Periodic Processing

After doing daily work and producing reports, you can use the functions on the **Periodic Processing** menu to produce monthly, quarterly, and annual reports for federal, state, and local tax authorities. You can also produce a worksheet that helps you fill out the 941 form, and you can produce employee W-2s. Finally, you can close last year's files in preparation for the new year.

Master File Lists

Information that you enter in the functions on the **File Maintenance** menu is kept in major files. Use the functions on the **Master File Lists** menu to produce lists containing the files' contents: details about employees, withholdings and deductions, and payroll formulas.

File Information

The information you enter in Payroll functions is stored in files. Each file falls into one of four categories: employee files, attribute files, temporary files, and history files. (OSAS does not make a distinction between categories of files. The files are described in terms of categories to give you a better idea of how each fits in.)

Employee Files

The employee files serve as permanent sources of information: data stays in the files until you remove it.

The **PAEGxxx** (Employee General Information) file holds the following information, which you enter through the **Employees** function:

- general employee information (employee ID, name, address, and so on)
- employee codes (EEO code, vacation codes, earning code, and so on)
- department, group code, labor class, and payment type (hourly or salaried)
- salary and/or hourly pay rate
- pay periods per year
- job title
- accrued and taken sick and vacation time

The **PAEPxxx** (Employee Personnel) file holds the following additional employee information, which you enter through the **Employees** function:

- educational history
- pay change and bonus information
- ten user-defined dates
- comments

The **PAESxxx** (Employee Federal/State/Local Withholdings) file stores the federal, state and local withholding codes that an employee is set up to have money withheld for. A code is set up for each state or locality the employee works in.

Attribute Files

The attribute files hold data that you can assign to each employee. These attributes often carry their own function names. These files serve as permanent sources of information: data stays in these files until you remove it.

The **PACO** (Payroll Codes) file stores information about federal, state, and local tax districts, which you enter through the **Tax Authority Setup** function. Each state or local code record contains the withholding code, tax table ID, and tax formula for the tax district. The file stores both employee- and employer-side withholding information.

The **PADExxx** (Employee Deductions) file stores information for each payroll deduction, which you enter through the **Deductions** function. Each deduction has a description and a general ledger account number; whether or not the deduction is deferred compensation, employer-paid, and calculated on gross or net pay is indicated. The **PADExxx** file also stores the employer liability account number for employer-paid withholdings and the override factors for deductions.

The **PADDxxx** (Company Deductions) file stores the payroll deduction codes and information relating to these codes, which you enter through the **Deductions** function.

The **PADPxxx** (Department) file stores general information for each department you set up: each earning code for the department, the employer-paid withholding and deduction, and pieces totals and total hours for the department. You enter this information through the **Departments** function.

The **PADXxxx** (Deduction Exclusion) file stores exclusions of earning codes from payroll deductions, which you enter through the **Deductions** function.

The **PAECxxx** (Earning Codes) file stores information that you use when entering time tickets or manual checks. Each earning code includes the following information, which you enter through the **Earning Codes** function:

- description
- whether or not the earning code is included in net pay and fixed withholding
- the earning type
- the general ledger account number
- the multiplier and add-to-base factor

The **PAETxxx** (Earnings Types) file stores earning codes information, which you enter through the **Earning Types** function. (Each earning code must be assigned an earning type.).

The **PAEXxxx** (Employee Exclusion) file stores withholding code exclusion records for employees and the override factors for each withholding code, which you enter through the **Employees** function.

The **PAFMHDR** (Formula Definitions) file stores the individual formula lines needed to process a function. Set up these formulas through the **Formula Maintenance** function.

The **PAFMLIN** (Formula Line Detail) file stores separate lines of a complete formula.

The **PAGDxxx** (Tax Group Detail) and the **PAGHxxx** (Tax Group Header) files store combinations of tax authorities and withholding codes for use in calculating tax withholdings for employees.

The **PAINxxx** (Payroll Information) file stores a variety of general information, which you enter through the **Payroll Information** function:

- records for state unemployment report
- company address
- bank account ID
- degree codes and descriptions

The **PALCxxx** (Labor Class) file stores the labor classes and their descriptions, which you enter through the **Labor Classes** function.

The **PARExxx** (Recurring Entries) file stores information about recurring time tickets, which you enter through the **Recurring Entries** function.

The **PAWIxxx** (Withholdings) file stores payroll information for federal, state, and local withholdings, which you enter through the **Withholdings** function. Each withholding has a description, a general ledger account number, a tax ID, and a fixed percentage (if appropriate); whether or not the withholding is employer-paid and the weeks worked limit are indicated. If the withholding is an employer-paid withholding, this file also holds the employer liability account.

The **PAWXxxx** (Withholding Exclusion) file stores the exclusions of deductions and earning codes from payroll withholding, which you enter through the Withholdings function.

Temporary files

The temporary files store information created from an action you perform and send that information to a different file—usually a history file—when you post.

The **PACDxxx** (Checks Deductions) file stores the deductions taken for each employee paycheck.

The **PACExxx** (Checks Earning) file stores the earning codes for each employee paycheck.

The **PACHxxx** (Checks) file stores the latest batch of unposted checks that have been prepared for employees.

The **PATPxxx** (Transactions Post) file stores records that were posted after transactions were entered. Records are stored for each earning code, deduction code, and pieces (if you pay employees piece rates). Earnings can be split between paychecks if a sequence number is assigned to each transaction. The **Calculate Checks** function creates checks based on the information stored in this file. When you post checks, this file is cleared.

The **PATRxxx** (Transactions) file stores the detailed records of time tickets and miscellaneous payroll entries you make through the **Payroll Transactions** function. You can view the contents of the file by producing the Time Ticket Journal and the Miscellaneous Deductions Journal. The file is cleared when you post transactions.

The **PACWxxx** (Checks Withholdings) file stores the withholdings for each employee paycheck.

History Files

The history files get information as a result of a post.

The **PAEDxxx** (Employee Deduction History) file stores month-to-date, quarter-to-date, and year-to date information about each employee's payroll deductions.

The **PAEExxx** (Employee Earnings History) file stores each employee's month-to-date, quarter-to-date, year-to-date earnings and hours worked—both gross and net pay amounts.

The **PAEMxxx** (Employee Miscellaneous History) file stores miscellaneous historical information for each employee: weeks worked, allocated tips, cost of GTLI, DCB, 457 and non-457 plans for each month, advance EIC payments, uncollected Medicare, and other information.

The **PAEWxxx** (Employee Withholding History) file stores month-to-date, quarter-to-date, and year-to date information about each employee's payroll withholdings.

The **PAHCxxx** (Check History) file stores general information (employee ID, department, check number) for each check you disburse for payroll expenses. Check records are deleted through the **Periodic Maintenance** function.

The **PAHDxxx** (Check Deductions History) file stores a record of the deductions taken from each check you disburse for payroll expenses. Check records (and the deductions associated with them) are deleted through the **Periodic Maintenance** function.

The **PAHExxx** (Check Earnings History) file stores a record of the earnings associated with each check you disburse for payroll expenses. Check records (and the earnings associated with them) are deleted through the **Periodic Maintenance** function.

The **PAHWxxx** (Check Withholdings History) file stores a record of the withholdings associated with each check you disburse for payroll expenses. Check records (and the withholdings associated with them) are deleted through the **Periodic Maintenance** function.

The **PATHxxx** (Transaction History) file stores the time tickets and miscellaneous payroll entries you make through the **Payroll Transactions** function. Transaction history is deleted through the **Periodic Maintenance** function.

The **PAHVxxx** (Leave Adjustment History) file stores the positive and negative adjustments you make to an employee's sick and vacation pay.

File Interaction

Daily, Payday, and Periodic Work

Once your Payroll system is set up, nearly all the new data in the system comes through the **PATRxxx** file. This file stores the detailed records of each transaction entry. To view the contents of the file, produce the Time Ticket Journal and the Miscellaneous Deductions Journal.

Periodically you post detailed information from the **PATRxxx** file to the **PATHxxx**, **PATPxxx**, and **PADPxxx** files. After the information is posted, the system prints the totals for the earning codes; the grand totals of all hours and wages; the totals for deductions and one-time contributions; and the grand totals of all deductions.

How often you post this information is up to you, but you must post it before you can calculate payroll checks. After the information is posted, the data from the **PATRxxx** file is deleted to make room for the next series of entries.

Here is a closer look at the relationship between the **PATRxxx** file and other files in the Payroll system.

Posting Payroll Transactions

When you post payroll transactions, you can save the details of each transaction in the **PATHxxx** file. It keeps a record of all transactions so that you can analyze your payroll expenses. Posting payroll transactions also updates the **PATPxxx** file.

When you post payroll transactions, summary information is transferred to the **PADPxxx**, **PATHxxx**, and **PATPxxx** files. They store such information as the number of hours worked and pieces produced (if appropriate); hourly and premium wages; and vacation, sick leave, or other out-of-the-ordinary payroll transactions.

The information in the **PADPxxx** file is used when you print the **Department Report** and when you post labor expense to General Ledger. The information in the **PATHxxx** file is used when you print the Transaction History Report.

The information from the **PAHDxxx**, **PAEDxxx**, **PAEExxx**, **PAEMxxx**, **PAEWxxx**, **PAHCxxx**, **PAHExxx**, **PAHWxxx**, **PATHxxx**, **PAEGxxx**, and **PAESxxx** files is used to produce, for example,

- payroll checks
- the Quarterly Employer’s Tax Report
- the Quarterly Withholding Report
- the Sick Leave and Vacation Report

- the Employee Detail List
- W-2 forms and magnetic media
- the Check History Register

Calculating Checks

With the Payroll system you can calculate checks for any number of pay periods a year.

To calculate checks for hourly employees, the system uses the accumulated totals of the summary information posted from the **PATRxxx** file to the **PATPxxx** file since the last time you calculated checks. For salaried employees, the system reads the amount stored in the **PAEGxxx** file. For both, it reads the deduction and withholding information in the **PADExxx**, **PAEMxxx**, **PAEWxxx**, and **PAESxxx** files to calculate appropriate deductions, withholdings, and net pay, protecting against exceeding withholding limits or declining balance deductions. Check records are then stored in the **PACDxxx**, **PACExxx**, **PACHxxx**, and **PACWxxx** files.

If an employee is set up to receive more than one paycheck (for example, if the employee worked in different departments or is receiving a bonus), the system automatically calculates multiple checks for the employee. If you void one of the multiple checks, the system does not recalculate the remaining checks.

If you have produced manual checks, you can use the **Manual Checks** function to recalculate them.

Information from the **PACDxxx**, **PACExxx**, **PACHxxx**, and **PACWxxx** files is used to produce

- the Edit Register
- payroll checks
- the Check Register
- the Withholding Report
- the Employer’s Tax Report

After you print the paychecks and the related reports, post the check detail to the **PAHCxxx**, **PAHDxxx**, **PAHExxx**, and **PAHWxxx** files. These files store the detail of the paychecks so that you can review checks when you need to investigate salary, deduction, or tax withholding questions. Information in these files appears in the Check History Register.

Posting checks transfers summary information to the **PAEGxxx**, **PAEDxxx**, **PAEExxx**, **PAEMxxx**, and **PAEWxxx** files. This information includes such things as the number of hours recorded for each employee and the type and amounts of pay each should receive for them. Specifically, it includes earning code entries from checks, tips, pieces completed, vacation and sick leave hours and pay, and deductions and withholdings from pay.

Year-End Maintenance

At the end of each calendar year, do year-end maintenance to prepare your files for next year's entries. This procedure accomplishes the following things:

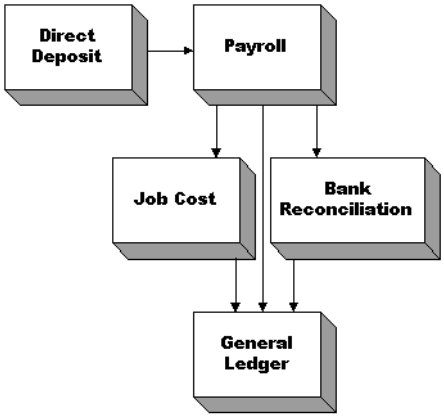
- clears out the quarter-to-date and year-to-date balances in the **PADPxxx** file
- removes history from the **PATHxxx** and **PAHCxxx** files previous to the date you specify (optional)
- clears out month-to-date and year-to-date balances and removes records of terminated employees from the **PAEDxxx**, **PAEWxxx**, **PAEPxxx**, **PAEGxxx**, **PAEExxx**, **PAEMxxx**, and **PAEWxxx** files
- creates last-year files

When you do year-end maintenance, files for the previous year are created with the extension **.LY**. You can begin processing in the new year while you are completing processing for the previous year. After you have produced your W-2s and backed up your files, you can use the **Close Last Year** function to delete last-year files and to make room for next year's entries.

Note: After you delete last-year files, you cannot produce W-2s unless you have backed up your files.

Application Interaction

Payroll can be used as a standalone application, but you can get optimal use from it when you interface it with other applications.



Interfacing applications means that the information you enter in one application can be transferred to and used in other applications, reducing data entry time and the number of errors that might creep in along the way.

Payroll with Direct Deposit

The Direct Deposit application is an add-on to the Payroll application that you can purchase separately through your value added reseller. Direct Deposit adds enhancements to Payroll functions and also adds new functions to help you set up and maintain an automatic method of depositing employee paychecks directly into employees' bank accounts. You can distribute an employee's pay among as many as six accounts.

The Direct Deposit application is an optional application that only adds functionality to support employee direct deposits; it does not alter normal Payroll processing. When you see the Direct Deposit flag in the margin, it alerts you that an enhancement or function is available if you have the Direct Deposit application installed. If you do not, skip that step or paragraph.

When you install the Direct Deposit application (after you install Payroll), the **Payroll** application menu on the main menu changes to **Payroll with Direct Deposit** to indicate that you added functionality. Installing Direct Deposit also adds to the following Payroll menus:

Payday Work — Enhancements are added to the **Calculate Checks** and **Manual Checks** functions to produce vouchers for employees participating in direct deposit. In addition, the **Print Direct Deposit Vouchers** and **Create Direct Deposit File** functions are added to the menu to print employee vouchers and create the file you need to send to your company's bank.

Periodic Processing — The **Create Prenotification File** function is added to the menu to create a file containing account numbers and routing codes for trial runs.

File Maintenance	The **Direct Deposit** function is added to the menu to set up and maintain information for employees participating in direct deposit. In addition, enhancements are added to the Employer Bank Information screen in the **Payroll Information** function to enter routing code and account number information.
Master File Lists	The Employee Direct Deposit Information function is added to the menu to print a list of direct deposit transaction records and check prenotificaiton status.

See “Installation and Conversion” on page 2-1 and “Setup” on page 3-1 for more information on installing and setting up Payroll with Direct Deposit.

File Information

Payroll with Direct Deposit uses files in addition to those described previously (page 1-9) to store employee and company direct deposit information.

The **DDDIxxx** (Direct Deposit) file stores employee information, such as names, account numbers, and bank and routing information.

The **DDVHxxx** (Voucher History) file stores voucher history. This file is cleared when you remove check history in the **Periodic Maintenance** function.

The **DDVKxxx** (Voucher) file stores voucher information used in conjunction with the **PACHxxx** (Checks) file.

Direct Deposit Work Flow

Your work flow is divided into daily and periodic tasks.

Daily Tasks

Depending on the size and nature of your company and your payroll, you might process your payroll once a month or every two weeks, or you might use manual checks weekly or daily to pay employees.

See “File Interaction” on page 1-14 for information on organizing other Payroll tasks.

You must do the following tasks to process direct deposit transactions:

1. Calculate checks and manual checks.
2. Print checks and vouchers for employees.
3. Generate the Direct Deposit file.
4. Send or transmit the file to your bank.
5. Produce the Paycheck Received Report.
6. Post checks.
7. Produce the Check History Register.

Calculate Checks and Manual Checks

When you have finished posting payroll transactions, use the **Calculate Checks** or the **Manual Checks** function to create check information before you print checks or vouchers. When you use the **Calculate Checks** function, you can have the system calculate direct deposit transactions at the same time. When you use the **Manual Checks** function, you can choose to create an employee voucher.

Print Vouchers

After you have calculated checks or created manual checks, use the **Print Direct Deposit Vouchers** function to produce vouchers for employees whose pay is directly deposited.

Generate and Transmit Direct Deposit File

Use the **Create Direct Deposit File** function to generate the ACH (Automated Clearing House) file you will send to the bank. Contact your company's bank to determine whether the file should be transmitted by modem or on a diskette. Back up this file on a diskette each time you process your payroll, and keep a copy of the ACH File Report.

Batching

You can process multiple payrolls in a pay period for transmittal to the bank on the same day. Banks refer to this process as batching. Each direct deposit file you transmit must have a unique batch number. When you process several payroll batches in a working day, the system increments the batch number. If you process one or more additional batches on different working days before sending your direct deposit transactions to the bank, the system begins numbering batches starting at 00000001 again. This may result in different batches with the same number. To edit the batch number, use the Employer Bank Information screen in the Payroll Information function.

For example, if you process batches 1, 2, and 3 on Monday and process another batch on Tuesday, you must change Tuesday's batch number to 4.

Note: You can have only one batch for each ACH file.

Print Paycheck Received Report

Produce a Paycheck Received Report to see which employees are scheduled to be paid for the pay period. The report shows which employees receive vouchers and which receive checks.

Post Checks

Before posting checks, you must create the Direct Deposit file.

If Payroll with Direct Deposit interfaces with Bank Reconciliation, a direct deposit transaction is posted to the **BRTRxxx** (Bank Reconciliation Transactions) file, along with the disbursement entries for the regular checks.

Print Check History Register

Produce the Check History Register as a record of earnings, deductions, withholdings, cash disbursements, and amounts that have been directly deposited, along with voucher numbers.

Periodic Tasks

You must do the following tasks periodically:

1. Create the Prenotification file.
2. Print selected reports and lists.

Create Prenotification File

Use the **Create Prenotification File** function whenever your company needs to add or change information for employees on direct deposit. Only employee records that have been added or changed since the last time you used this function are included in the new file, unless you choose to resend all prenotifications.

You must send the prenotification file to and receive approval from the bank before you can process direct deposit transactions for employees.

Print Selected Reports and Lists

Periodically you will print selected reports and lists to review information about your payroll and direct deposit information. Use the functions on the **Payday Reports and Posting** submenu of the **Payday Work** menu, the **Payroll Reports** menu, the **Personnel Reports** menu, the **Periodic Processing** menu, and the **Master File Lists** menu.

Conventions

This manual helps you install OSAS on any standard computer running any of several popular operating systems and helps with your accounting software questions. Use the manual as a reference for the OSAS interface and application functions.

Manual Conventions

This manual is divided into the following sections:

- This introduction provides an overview of this application and the OSAS system, the basic functionality of the application including graphical and text-based application features, and function key references.

- The remainder of the chapters explains the set up, workflow, and functions of the application: where each function fits within the application and how to use each function to get the most out of the application.

Mouse Conventions

The standard mouse has two buttons, left and right, each performing certain functions. In this manual, these terms are used for operating the mouse: *click*, *right-click*, *double-click*, and *deselect*.

The *click* is a single press on the left mouse button. Place the cursor over the desired function, and press the left button to enable, or *select*, that function.

A *right-click* is a single press of the right mouse button.

To *double-click*, move the cursor over the desired function and quickly press the left mouse button twice. If there is too long a pause between clicks, the computer may interpret your action as two separate clicks and may not perform the desired function.

To *deselect* an object, move the cursor off the icon or folder onto a blank space within the window and press the left mouse button.

Note

Some mouse manufacturers allow you to change the function of the mouse buttons for those who prefer (for example) to use the mouse with their left hand. In this case, reverse the commands when you use them. For example, a *click* refers to a single press of the right mouse button, while the term *right-click* refers to a single press of the left button.

GUI/Text Command Conventions

When you see the phrase "use the **Proceed (OK)** command" in the user's manuals, press **PgDn** in either text or graphical mode. In graphical mode, clicking **OK** has the same effect as pressing **PgDn**.

GUI/Text Menu and Function Conventions

When you start OSAS, the main menu appears and lists the applications available for use. If you are using UNIX or Linux, the text main menu appears.

If you are using Windows, you can choose between the text main menu, the graphical main menu, or the start-style main menu. Use the **Defaults** function under the Resource Manager **Workstation Configuration** menu to select the style of menu you want to appear by default, or you can press **Shift+F5** to toggle between the menu styles from any menu. You can use any of the menus regardless of whether you use the text or graphical modes for the OSAS functions.

In addition, if you are using Windows, you can use either text or graphical function screens independently of the main menu. For example, you can use text function screens even if you are using the graphical main menu and vice versa. Select **GUI Functions** from the **Modes** menu or press **Shift+F6** to toggle between the text and graphical modes for function screens.

Access Codes

Your company can limit use of the system by defining access codes and assigning them to employees. Each code allows access to specific applications, menus, and functions. If you cannot select a menu, your access code is not authorized for it.

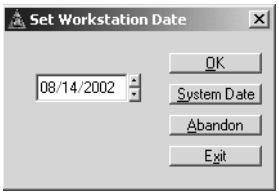
Use the **Access Codes** function on the Resource Manager **Company Setup** menu to set up access codes.

If you have more than one access code, select **Access code** from the **File** menu or press **F4**. The Access Code box appears (the example below uses the graphical mode).

Enter the access code you want to change to, then click **OK** or press **Enter**.

Workstation Dates

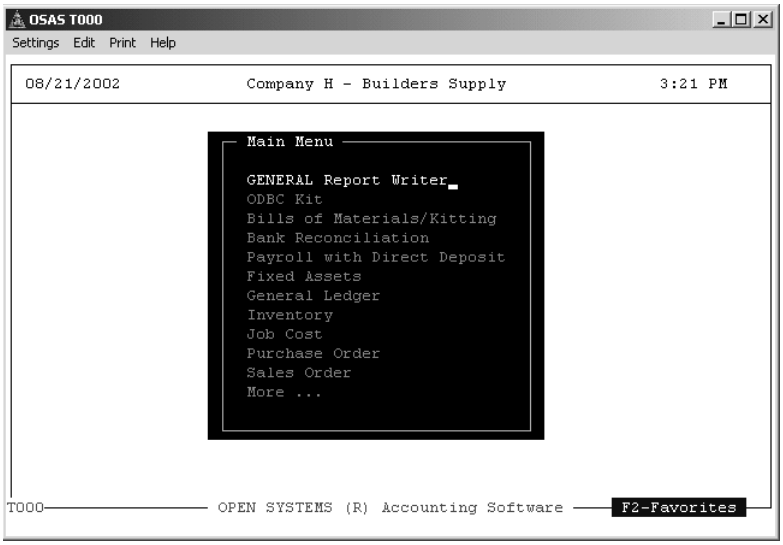
To change the workstation date, select **Workstation date** from the **File** menu or press **F6**. The Workstation Date box appears (the example below uses the graphical mode).



Use the buttons or your keyboard to enter the date and click **OK** or press **Enter** to change the workstation date. Click **System Date** to change the workstation date to match the operating system date, click **Abandon** to restore the original date, or click **Exit** or press **F7** to close the box without changing the date.

OSAS Text Menu

The text main menu can be used on all operating systems. Using text-based menus, the text menu (shown below) offers easy access to your applications.



When you select an application, the application's menu, which presents several related functions, is superimposed over the main menu. Selecting a function leads you to a function screen or to another menu.

You can select applications from the main menu in these ways:

- Use the arrow keys to move the cursor up or down, highlighting the application you want to use. Then press **PgDn** or **Enter** to select it.

- Press the first letter of the application you want to use. The cursor jumps to the first application beginning with the letter. Continue to press the letter key or the down arrow until the application you want is highlighted. When your choice is highlighted, press **PgDn** or **Enter** to select it.

- Position the mouse cursor over the application and click. The application briefly highlights and switches to the application screen.

- To jump to the first application on the menu, press **Home**. To jump to the last application on the menu, press **End**.

To select a function from an application menu, select your choices the same way you do on the main menu—with one exception: you can press **PgDn** only when an option leads to another menu. You must press **Enter** to select a function.

On an application menu, you can press **PgUp** to move to the menu immediately above it. If you are several menu levels away from the main menu, you can return to the main menu by pressing **PgUp** repeatedly or by pressing the **Tab** key.

You can exit from a menu in these ways:

- Press **PgUp** to go to the previous menu (one menu up).
- Press the **Tab** key to go to the main menu.
- Use **Exit** (**F7**) to go to the operating system.

Commands

Several commands are available within the menu to perform various tasks such as changing the system date, entering access codes, switching between sample data and live data, and so on. To access a command, press the corresponding key. If you're working with a keyboard that lacks function keys (labeled with an **F** followed by a number) or if you're working with an emulator in UNIX (which can cause function keys to become unavailable), press the appropriate alternate key combination to access the command.

Command Key	Alternate Key	Description
Esc		Opens a menu listing available commands.

Command Key	Alternate Key	Description
F1 (Help)	**Esc+H**	Opens the help description for the selected application/function. You must be within an application menu to access this command.
F2 (Favorites)	**Esc+W**	Toggles between the **Favorites** and main menus.
F3 (Change Company)	**Esc+D**	Allows you to switch to a different company.
F4 (Access Code/Other)	**Esc+O**	Allows you to enter an access code. Pressing this key (or key combination) twice opens a utility menu similar to the **Other Commands** menu on graphical screens. See “Other Commands Menu” on page 1-38 for more information on the commands available.
F5 (Live/ Sample Data)	**Esc+X**	Switches between live and sample data.
F6 (Workstation Date)	**Esc+F**	Allows you to change the workstation date.
F7 (Exit)	**Esc+M**	Exits from OSAS.
F8 (Print Screen)	**Esc+L**	Allows you to output the current screen to a printer, print preview window, or file.
F9 (Change Year)	**Esc+U**	Allows you to change to a different fiscal year when you are inside the **General Ledger** or **Payroll** menus.

Command Key	Alternate Key	Description
F10 (Add to/ Delete Favorites)	**Ctrl+Z**	Pressing this key (or key combination) on the main menu adds the selected application or function to your **Favorites** menu. Pressing this key on the **Favorites** menu removes the selected application or function from the **Favorites** menu.
Shift+F2 (Application Info)	**Esc+I**	Opens a screen listing information about the applications you have installed.
Shift+F5 (Menu Style)	**Esc+G**	On Windows workstations, pressing this key combination toggles between graphical and text main menus.
Shift+F6 (Toggle GUI screens)	**Esc+K**	On Windows workstations, pressing this key combination toggles between graphical and text function screens.
PgUp		Moves back one menu level.
Tab		Moves back to the main menu from any application menus.
Enter		Selects an application menu or function from a menu.
Up/Down arrow		Moves the cursor up or down through the menu selections.

OSAS Graphical Menu

In a Windows environment, you can choose from two types of graphical-style menus. The standard graphical menu features application selections that resemble many Windows functions. The start-style menu is named so because of its functional resemblance to the **Start** menu in Windows 95, 98, NT, and 2000.

Both graphical menus provide pull-down menus, convenient tool buttons, and easy access to your installed applications and their functions using either the mouse or keyboard. The two graphical menus provide you with a visual choice in your interaction with OSAS and your data.

When you select an application in either graphical OSAS menu, the application's main menu, presenting several related functions, appears beside the OSAS menu. Selecting a function leads you to either a function screen or another menu.

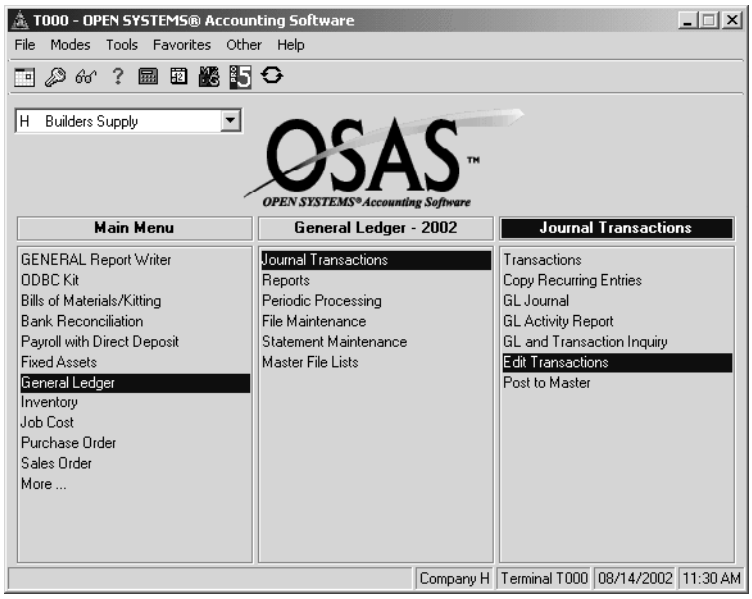
Several commands are available within the menu to perform various tasks such as changing the system date, entering access codes, switching between sample data and live data, and so on. You can access commands in these ways (if a button or pull-down menu selection is muted or gray, it is not available for use):

- Click the appropriate graphical tool button.
- Select the command from a pull-down menu.
- Press the associated keyboard hot key.

If you use the graphical menu, you can select application menus and functions by clicking the function or menu name on the menu or by highlighting your choice and pressing **Enter**. If you choose the start-style menu, you can select applications from the main menu by using the arrow keys to highlight your choice and pressing **Enter,** by clicking the selection, or by holding the mouse cursor over the selection until the menu appears.

From any application menu, you can select a button from the previous menu to move directly to that menu. If you are several menu levels away from the main menu, you can return to the main menu by clicking items on the previous menus.

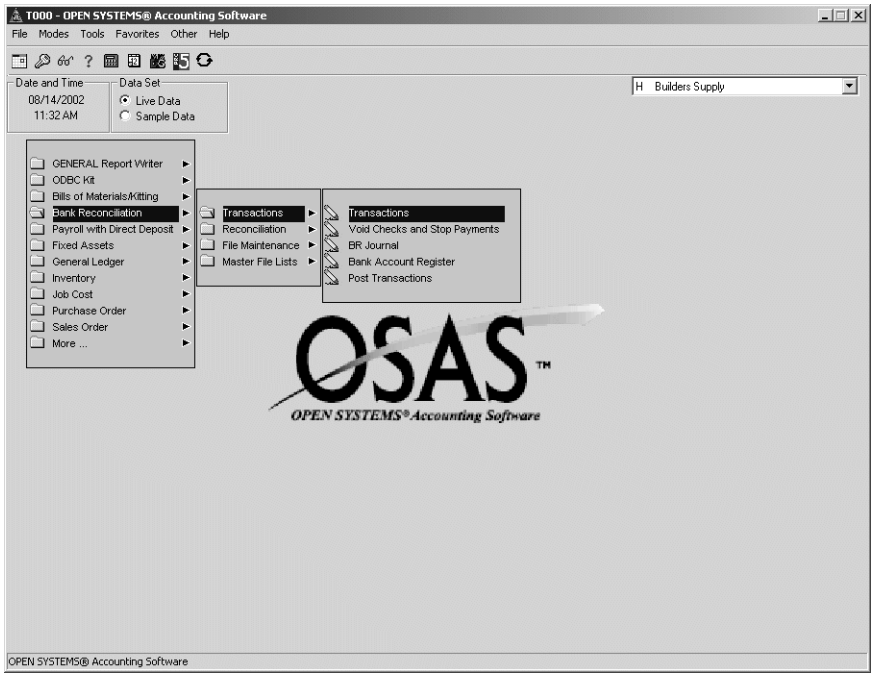
Graphical Main Menu



You can exit from a graphical menu in these ways:

- Select a button from a previous menu.
- Press the **Tab** key to go to the OSAS menu.
- Click the Close box in the upper-right corner of the window.
- Use **Exit** (**F7**).
- Select **Exit** from the **File** menu.

Start-Style Main Menu



You can exit from a menu in these ways:

- Press the left arrow key to go to the previous menu (one menu up).
- Hold the mouse over a different menu choice.
- Press the **Tab** key to go to the OSAS menu.
- Click the Close box in the upper-right corner of the window to close OSAS.
- Use **Exit** (**F7**) to close OSAS.
- Select **Exit** from the **File** menu to close OSAS.

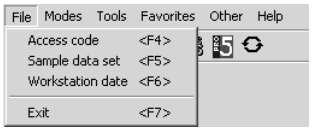
Main Menu Elements

Pull-Down Menus

When using the graphical menus, you can use the pull-down menus and toolbar buttons to access functions without using the function keys. While the function keys work in graphical menus, the menu bar and toolbar buttons give you a choice in accessing these functions. The OSAS pull-down menu bar is shown below.

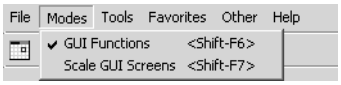
To access the menu's commands, click one of the menu titles. The menu for that heading appears and lists available commands followed by any hot key combinations in brackets <>. To use a command, either click the command name or press the hot key(s) listed.

File Menu



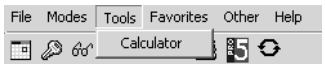
Command	Description
Access Code	Opens the Access Code dialog box. See "Access Codes" on page 1-27 for more information.
Sample data set/Live data set	Toggles between Sample and Live data.
Workstation date	Opens the Workstation Date dialog box. See "Workstation Dates" on page 1-27 for more information.
Exit	Exits OSAS.

Modes Menu



Command	Description
GUI Functions	Toggles between graphical and text function screens.
Scale GUI Screens	Toggles scaling of graphical screens on and off. When selected, this command enlarges graphical screens. When off, the command restores the OSAS screens to their original size. This command does not take effect until you access a function.

Tools Menu



Command	Description
Calculator	Opens the OSAS calculator.

Favorites Menu

Command	Description
Change to Favorites	Toggles between the **Favorites** and main menus. See “Favorites Menu” on page 1-65 for more information.

Other Commands Menu

Command	Description
Calculator	Opens the OSAS calculator.
Execute an Operating System Command	Allows you to enter an operating system command from within OSAS.
Call a PRO/5 Program	Allows you to execute a PRO/5 program.
Product Suggestions	Creates a report for future OSAS product suggestions.
Application Options Inquiry	Allows you to view the application options you have set up for a particular application.
Global Inquiry	Allows you to search across your data. You can select from the installed applications which data to search.
General Information Inquiry	Allows you to search for information on employees, customers, and vendors.
Support Information	Displays the OSAS Support Information.
User Comments	Allows you to record comments for your own use.
EIS Dashboard Display	Displays the EIS Dashboard.
EIS Dashboard History	Displays the EIS Dashboard history.

Command	Description
Pop-Up Calendar	Allows you to create and read date reminders in OSAS.
Inventory Price Calculator	Allows you to calculate prices and view quantity, cost, and pricing information for inventory items.

Help Menu

Command	Description
Help	Opens help descriptions for the application menus and functions.
About OSAS	Opens the About OSAS dialog box.

Main Menu Toolbar

The main menu toolbar gives you quick access to frequently-used OSAS commands. To access a command, click the appropriate button.

Button	Description
	Opens the Workstation Date dialog box to change the date. See “Workstation Dates” on page 1-27 for more information.
	Opens the Access Code dialog box to switch between access codes. See “Access Codes” on page 1-27 for information.
	Opens the **Application Information** dialog box.

Button	Description
	Opens help descriptions for the application menus and functions.
	Opens the OSAS calculator.
	Displays the pop-up calendar screen. You can use the calendar to add and review reminders for any date.
	Opens an MS-DOS command window.
	Displays a screen for calling any BBx program that does not require variables to be passed to it. For more information, see "Appendix F" in the *Resource Manager User's Manual*.
	Toggles between the **Favorites** and main menus. See "Favorites Menu" on page 1-65 for more information.

Right-Click Menu

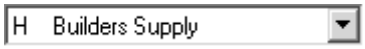
On the graphical and start-style main menus, the right-click menu gives you quick access to commands that help you manage commands on your **Favorites** menu, switch between sample and live data, perform certain setup tasks, and view function information. To access the menu, click the right mouse button anywhere on the graphical or start-style main menu.

Command	Description
Add to/Remove Favorites (**F10**)	Use the **Add to/Remove Favorites Menu** button to add the desired submenu or function to or from your **Favorites** menu.
Change to Favorites/ Main (**F2**)	Toggles your display menu between the **Favorites** and main menus.
Sample Data/Live Data (**F5**)	Switches between sample and live data.
Setup (**F9**)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual describes its use.
Function Information (**F1**)	Displays information about the selected function.

Data Set

On the start-style main menu, you can select the **Live Data** radio button to work with live data or select the **Sample Data** radio button to work with sample data. You can also press **F5** to toggle between sample and live data.

Change Company Field



On the start-style or graphical main menu, select the company to change to from the list box.

OSAS Text Functions

Like the text menu, OSAS text function screens can be used on all operating systems. On Windows workstations, text function screens can also be used with graphical menus (or vice versa—the text menu can be used with graphical function screens).

Function screens provide you an interface to the data in your data files, allowing you to view, update, and change information as needed. Function screens also allow you to print reports or perform tasks on your data, such as calculations, purges, or the resetting of accumulated totals.

You can move around the screen in these ways:

- Press the down arrow or **Enter** to move from field to field.
- Select the appropriate command on the command bar.

- Use commands to access information screens or to toggle commands on and off. See “Commands and Flags” on page 1-44 for more information.
- If a screen contains more than one section, press **PgDn** when prompted to move to the next section.
- If a menu appears prompting you for the kind of information to enter or maintain (such as on Transaction or File Maintenance screens), select the appropriate option and press **Enter**.
- Press **F7** to exit the screen and return to the main menu.

Text Function Screen Elements

Command Line

The command line appears at the bottom of the screen and gives you access to commands that allow you to move around the screen, add or edit information, change settings for selected lines, or select output devices. Press the highlighted key to use a command.

```
Enter = edit, Append,  View,  Workstation ID,  Header
```

The commands that are available depend upon the function you are using. Consult the user’s manual for the appropriate application for information on commands in the command line.

Commands and Flags

Like the text menu, text function screens also contain several commands that allow you to perform tasks related to the function you are using. Some of these commands are not available for every function; when a command is available, a flag appears at the bottom of the screen.

To access a command, press the corresponding key. If you're working with a keyboard that lacks function keys (labeled with an **F** followed by a number) or if you're working with an emulator in UNIX (which can cause function keys to become unavailable), press the appropriate alternate key combination to access the command.

Command Key	Alternate Key	Description
Enter		Moves the cursor to the next field and accepts the data entered or access a line for editing.
Esc		Opens a window listing available commands for the screen.
Ins		Toggles between insert and overwrite modes for entry. When the **Ins** flag appears, the characters you enter push other characters in the field to the right. If there is no Ins flag, the characters you enter overwrite other characters in the field.
PgUp		Moves back to the first field on the screen (or the first field after the key field) without erasing any entries.
PgDn		Approves the data on the screen, updates the data file accordingly, and proceeds to the next field or section.
Tab		Moves the cursor to the next block or field that requires an entry.
Up/Down arrow		Moves the cursor up or down through the fields.
F1 (Help)	**Esc+H**	Opens the help description for the current field.

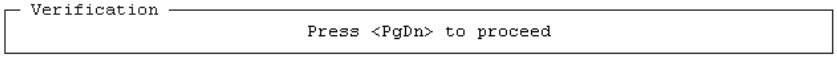
Command Key	Alternate Key	Description
F2 (Inquiry)	**Esc+W**	Opens the Inquiry screen for the current field. This command is available for a field when the **Inquiry** flag appears at the bottom of the screen. See "Inquiry Commands" on page 1-60 for more information.
F3 (Delete)	**Esc+D**	Deletes the current record or line item (when allowed).
F4 (Others)	**Esc+O**	Opens a utility menu similar to the **Other Commands** menu on graphical screens. See "Other Commands Menu" on page 1-38 for more information on the commands available.
F5 (Abandon)	**Esc+X**	Abandon processing or clear all fields.
F6 (Maint)	**Esc+F**	Opens the appropriate File Maintenance function where you can view or update master file information. This command is available when the **Maint** flag appears at the bottom of the screen.
F7 (Exit)	**Esc+M**	Exits from the function.
F8 (Print Screen)	**Esc+L**	Allows you to output the current screen to a printer, to a print preview window, or to a file.
F9 (Undo Typing)	**Esc+U**	Clears the contents of the current field.
F10 (Delete)	**Ctrl+Z**	Deletes information to the end of the line.
Shift+F2 (Info Menu)	**Esc+I**	Opens an information menu for the function when the **Info** flag appears at the bottom of the screen. The commands that are available depend on the applications you have installed. See "Information Menu" on page 1-53 for more information.

Command Key	Alternate Key	Description
Shift+F3	**Esc+B**	Uses the item alias lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-62 for more information. In Sales Order, pressing this key combination allows you to enter purchase requisitions from the **Ordered**, **Units**, **Shipped**, and **Backordered** fields. In sales tax fields, pressing this key combination allows you to view sales tax breakdowns.
Shift+F4 (Part # Lookup)	**Esc+C**	Uses the customer/vendor part number lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-62 for more information.
Shift+F5 (Item Detail Lookup)	**Esc+G**	Uses the item detail lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-62 for more information.
Shift+F6 (Lot Lookup)	**Esc+K**	Uses the lot lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-62 for more information.
Shift+F7 (Serial Number Lookup)	**Esc+N**	Uses the serial number lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-62 for more information.
Shift+F8 (Item Descr. Lookup)	**Esc+Q**	Uses the item description lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-62 for more information.

Command Key	Alternate Key	Description
Ctrl+F (Quick Entry)		Toggles quick entry on and off. If this option is off, the cursor stops at every field possible. If you want to skip the fields that are not required (thus speeding data entry), turn this option on. Quick entry is on when the **Quick** flag appears at the bottom of the screen.
Ctrl+G (Bell)		Toggles the bell on or off. If the bell is on, it sounds at an error or when you must verify a command.
Ctrl+O (Online Hints)		Toggles function key display on and off. If this option is on, the available function keys appear at the bottom of the screen to remind you of their use.
Ctrl+V (Verify)		Toggles verification on and off. If verification is turned on, you must press a key twice to verify that you want to perform an operation. Verification is on when the **Verify** flag appears at the bottom of the screen.

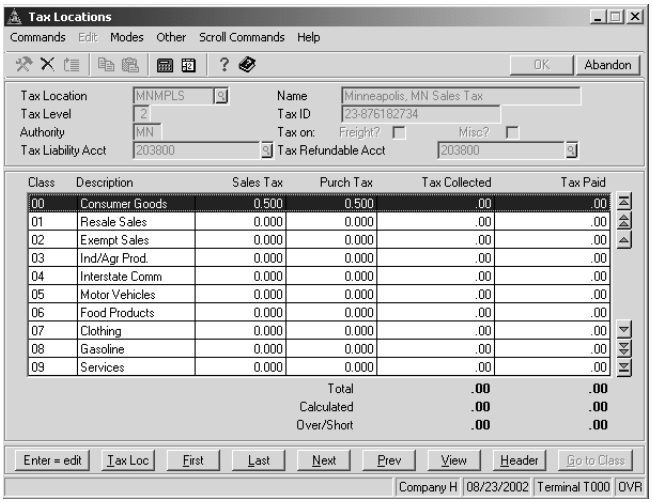
Messages

Messages appear at the bottom of the screen when a command is unavailable or when OSAS needs information to continue.



OSAS Graphical Functions

On Windows workstations, you can choose to use the graphical mode for function screens. These screens contain all the functionality of text screens presented in a graphical mode similar to other Windows software programs.


Tax Locations
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Tax Location MNMPLS
Name Minneapolis, MN Sales Tax
Tax Level 2
Tax ID 23-876182734
Authority MN
Tax on: Freight? Misc?
Tax Liability Acct 203800
Tax Refundable Acct 203800
Class Description Sales Tax Purch Tax Tax Collected Tax Paid
00 Consumer Goods 0.500 0.500 .00 .00
01 Resale Sales 0.000 0.000 .00 .00
02 Exempt Sales 0.000 0.000 .00 .00
03 Ind/Agr Prod. 0.000 0.000 .00 .00
04 Interstate Comm 0.000 0.000 .00 .00
05 Motor Vehicles 0.000 0.000 .00 .00
06 Food Products 0.000 0.000 .00 .00
07 Clothing 0.000 0.000 .00 .00
08 Gasoline 0.000 0.000 .00 .00
09 Services 0.000 0.000 .00 .00
Total .00 .00
Calculated .00 .00
Over/Short .00 .00
Enter = edit Tax Loc First Last Next Prev View Header Go to Class
Company H 08/23/2002 Terminal T000 OVR

You can move around the screen in these ways:

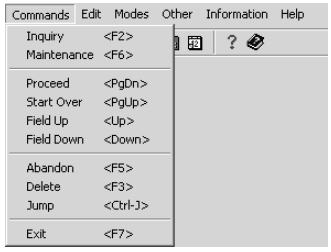
- Use the mouse or press **Tab** to move from field to field. Use the scroll buttons to move from line to line in scrolling regions.
- If a screen appears prompting for the kind of information to enter or maintain (such as on File Maintenance or Transactions screens), select the appropriate option and click **OK** to continue.
- Press **PgDn** if prompted to move to the next section.
- Click **Header** when it appears to return to the screen's header section.
- Press **F7** to exit the screen and return to the main menu.

Graphical Function Screen Elements

Like the main menu, graphical function screens also contain pull-down menus and toolbars. These menus and toolbars are described below.

Function Pull-Down Menus

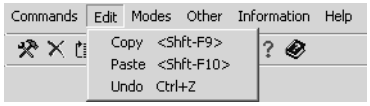
Commands Menu



Command	Description
Inquiry	Lists valid entries for the current field.
Maintenance	Opens the appropriate File Maintenance function.
Proceed/OK	Proceeds to the next screen or saves your entries.
Start Over	Moves back to the first field on the screen or to the first field after the key field without erasing any entries or changes.
Field Up	Moves the cursor to the previous field.
Field Down	Moves the cursor to the next field.
Abandon	Clears data from all fields and moves the cursor to the first field on the screen.
Delete	Deletes the information on the screen. Since this command can delete an entire record, use it with caution.

Command	Description
Jump	Moves the cursor to the next block of data on the screen or to the next field that requires an entry.
Exit	Exits from a screen or a window without saving data.

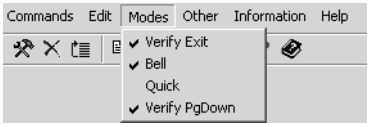
Edit Menu



Command	Description
Copy	Copies the contents of the current field.
Paste	Pastes the value you copied from a previous field into the current field.
Undo	Restores the contents of the current field from before you made changes to it.

Modes Menu

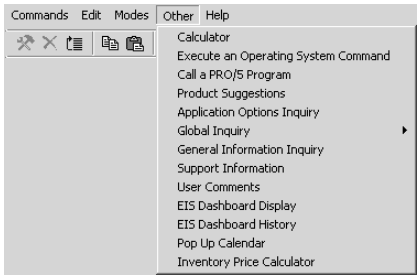
Select the options you want to use.



Command	Description
Verify Exit	When verification is turned on, you must press a key twice to verify that you want to exit or abandon functions.

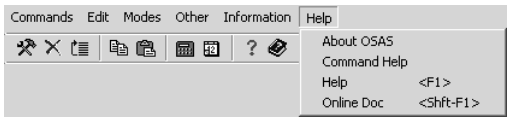
Command	Description
Bell	When the bell is turned on, it sounds at an error or when you must verify a command.
Quick	When this option is off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry in certain application functions, select the option.
Verify PgDown	If verification is turned on, you must press **PgDn** twice to proceed to the next screen or to save your entries.

Other Commands Menu



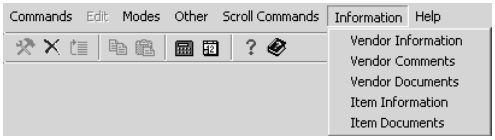
See “Other Commands Menu” on page 1-38 for information on this menu’s commands.

Help Menu



Command	Description
About OSAS	Opens the About OSAS dialog box.
Command Help	Opens the OSAS Key Help screen.
Help	Lists information about the field on which you are working.
Online Doc	Launches your .PDF file viewer and opens the documentation for the appropriate OSAS application.

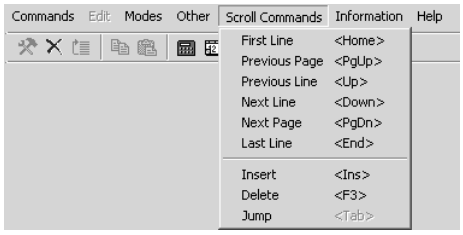
Information Menu



The **Information** menu appears on some function screens in certain applications. The functions on the menu are determined by the applications installed.

The **Information** menu also gives you access to documents attached to customer, vendor, employee, invoice, or other records. When the **Information** menu appears, select the appropriate **Documents** command to open the Documents screen where you can view document information or open attached documents.

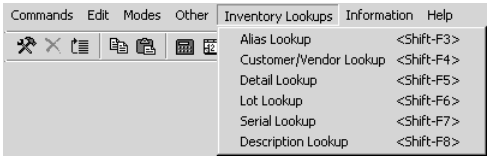
Scroll Commands Menu



The **Scroll Commands** menu appears only on screens with scroll regions.

Command	Description
First Line	Moves the cursor to the first data entry field.
Previous Page	Displays the previous page.
Previous Line	Moves the cursor up to the previous line.
Next Line	Moves the cursor down to the following line.
Next Page	Displays the following page.
Last Line	Moves the cursor to the last data entry field.
Insert	Inserts characters between pre-existing entries in a field.
Delete	Deletes the selected characters.
Jump	Moves the cursor to the next section of the screen in some functions.

Inventory Lookups Menu



If you use the Inventory application and the cursor is in an **Item ID** field, you can use any of the **Inventory Lookups** commands to search for information about items and select an item for entry in the field you are in.

Command	Description
Alias Lookup	Searches for items with a specified alias listed as an alternate item. When you enter the alias, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Customer/Vendor Lookup	Searches for an item based on customer ID or vendor ID. When you enter the customer or vendor ID, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Detail Lookup	Searches for detailed information about an item. You can enter search information in any of the fields that appear using any of the following wildcard characters to restrict or widen the search: *** ? < > =**.
Lot Lookup	Searches for an item based on lot number. When you enter the lot number, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Serial Lookup	Searches for an item based on serial number. When you enter the serial number, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Description Lookup	Searches for an item based on item description. When you enter the description, you can use the ***** and **?** wildcard characters to restrict or widen the search.

Function Screen Toolbar

Like the main menu's toolbar, the toolbar located near the top of function screens gives you quick access to frequently-used commands. Click the appropriate button to access a command.

Button	Result
	Opens the appropriate File Maintenance function to update information about the field you are in.
	Deletes the information on the screen. Since this command can delete an entire record, use it with caution.
	Moves the cursor back to the first field on the screen or to the first field after the key field without erasing any entries or changes.
	Copies the contents of the current field.
	Pastes the contents you copied from a previous field into the current field.
	Opens the OSAS calculator screen.
	Opens the pop-up calendar. Use the calendar to add and review reminders for any date.
	Displays information about the field you are in.
	Opens your .PDF file viewer so that you can view the online documentation.

Right-Click Menu

The right-click menu gives you quick access to commonly used commands such as those used to access help, move around the function screen, work with information on EIS dashboards, and so on. The commands that are available on the right-click menu depend on the function and the field you are currently using.

Function Field Inquiry

When the Inquiry button appears next to a field on a function screen, you can either click the button or press the **F2** (Inquiry) key to open the inquiry screen and search for information.

Verification Buttons

When you've completed data entry on a function screen, you can either click **OK** or press **PgDn** to proceed to the next screen or to save your entries. Click **Abandon** or press **F5** to abandon entries.

Menu and Function Commands

OSAS lets you navigate around the main menu and function screens in a variety of ways. This section describes the commands that are available when you access a specific command. For example, accessing the **Help** command makes the **Maintenance** and **Exit** commands available while you are in that function. This section also describes how to navigate within scroll regions and fields while you work with OSAS functions.

Help Commands

When you use the **Help** (**F1**) command, you can use these commands.

Key	Operation
F3 (Delete)	Deletes the help screen content. To recover a deleted screen, copy the **xxHELP** file from the distribution media to the /**PROGxx** subdirectory (*xx* is the application ID). The copying process overwrites changes you made to other help screens. In graphical mode, you must first press **F6** to enter the help content's edit screen before you can press **F3**.
F6 (Maintenance)	Edits a help screen.
F7 (Exit)	Exits the help screen and closes the window.

Inquiry Commands

When the Inquiry button appears next to a field or the **Inquiry** flag appears in the lower-right corner of the screen, the **Inquiry** command is available. Click the button or press **F2** to open the Inquiry screen to look up and select an appropriate entry.

The Inquiry screen operates in two modes: **Search** and **Sort**. You can toggle between these modes within an **Inquiry** window by pressing the **Ins** (Insert) key. You can also choose the default mode for Inquiry windows by using the **Defaults** function on the **Workstation Configuration** menu within **Resource Manager**.

- In **Search** mode, you can move through the keys listed by typing progressively larger portions of the key you want to find. For example, when you press **C,** the window displays keys beginning with the letter C. When you next press **A**, the window displays keys beginning with CA, and so on.

- In **Sort** mode, you can change the order of certain **Inquiry** windows by pressing the letter key associated with the window sort. You can see the available sorts in any **Inquiry** window by pressing **Esc** (**Command Help**).

Note

To shorten your data search, use a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with **JAR**, enter **JAR** in the **ID** field *before* you use the **Inquiry** command. The Inquiry list starts with **JAR** and runs through the end of the list.

The following commands are available inside Inquiry windows. The scroll buttons are available in graphical mode only.

Key	Button	Description
Home		Moves directly to the first item on file.
PgUp		Displays the previous page of the window.
Up		Moves up one item.
Down		Moves down one item.
PgDn		Displays the next page of the window.
End		Moves directly to the last item on file.
Ins (Look Up)		Toggles between **Search** mode and **Sort** mode.
F7 (Exit)		Leaves the **Inquiry** window without selecting anything.
Enter		Selects the item to which the cursor is pointing.
Esc (View Commands)		Opens a window that shows **Inquiry** window commands and the Window ID. The **Esc** key is available in text mode only. In graphical mode, select **Command Help** from the **Help** menu to view a list of commands available.

Inventory Lookup

If you use the **Inventory** application and the cursor is in an **Item ID** field on a function screen, you can use any of the **Inventory Lookup** commands to search for information about items and select an item for entry in the field. In graphical mode, these commands are available on the **Inquiry Lookup** menu. In text mode, the **IN Search** flag appears at the bottom of the screen to alert you that these commands are available.

Command	Hot Key	Operation
Alias Lookup	**Shift+F3**	Searches for items with a specified alias listed as an alternate item. When you enter the alias, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Customer/ Vendor Lookup	**Shift+F4**	Searches for an item based on customer or vendor ID. When you enter the ID, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Detail Lookup	**Shift+F5**	Searches for detailed information about an item. Enter information in any of the fields that appear, using these wildcards to restrict or widen the search: *** ? < > =**.
Lot Lookup	**Shift+F6**	Searches for an item based on lot number. When you enter the lot number, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Serial Lookup	**Shift+F7**	Searches for an item based on serial number. When you enter the serial number, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Description Lookup	**Shift+F8**	Searches for an item based on item description. When you enter the description, you can use the ***** and **?** wildcard characters to restrict or widen the search.

Scroll Region Commands

When the prompt (**>**) is in a line-item scroll region, you can use the following commands. The buttons are available only in graphical mode.

Hot Key	Button	Operation
Home		Moves to the first line item in the entire list.
Page Up		Moves to the previous screen or to the first line if you are on the first screen.
Up		Moves up one line item.
Down		Moves down one line item.
Page Down		Moves to the next screen or to the last line if you are on the last screen.
End		Moves to the last line item in the entire list.
F3		Deletes the line item in the selected line.
Insert		Inserts a line item at the selected line.
Enter		Edits or views the line item in the selected line.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use the following commands:

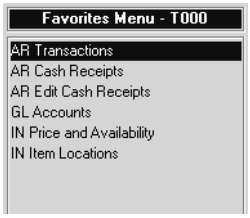
Hot Key	Description
Right	Moves the cursor to the right.
Left	Moves the cursor to the left.
Delete	Deletes the character the cursor is on.

Hot Key	Description
Insert	Switches insert mode on and off. When the **Insert** flag appears at the bottom of the screen, characters you enter push characters after the cursor over. When insert mode is turned off, characters you enter write over existing ones.
Home	Moves the cursor to the beginning of the field.
End	Moves the cursor to the end of the field.
F9 (Undo)	Restores a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the **Abandon** (**F5**) command.
F10 (Delete to End of Line)	Deletes the characters in the field to the right of the cursor. If insert mode is turned off and you enter a character in the field's first position, everything in the field is deleted.
Shift+F9 (Copy Field Contents)	Copies the contents of the current field.
Shift+F10 (Paste Field Contents)	Pastes the value you copied from a previous field into the current field.

Favorites Menu

The **Favorites** menu operates in any of the menu formats and gives you quick and easy access to the OSAS functions you use most, allowing you to add selections for entire menus or particular functions. After you've set up the menu, you can access the functions either by pressing **F2** or by selecting **Change to Favorites** from the graphical **Favorites** pull-down menu.

With the **Favorites** menu, you save time by eliminating the need to switch between applications. For example, if you perform tasks in several applications, such as using the **Transactions** and **Cash Receipts** function in Accounts Receivable, **GL Account** function in General Ledger, and **Price and Availability** and **Item Inquiry** functions in Inventory, you can set up a **Favorites** menu rather than moving between each application. The **Favorites** menu for the graphical main menu is illustrated below.



To set up the **Favorites** menu, do the following:

1. Select the function you want to add to the menu and press **F10** (or use the right-click menu in graphical mode).

2. Press **F2** to confirm that your selection was added.

To remove a function from the menu, follow these steps:

1. Select the function on the **Favorites** menu that you want to remove.

2. Press **F10** (or use the right-click menu in graphical mode).

Information Menu

The **Information** menu appears on some function screens in certain applications and gives you access to additional information about a customer, vendor, item, job, bill of material, or employee.

The commands available on the **Information** menu are determined by the applications you have installed, and can include:

- General Information
- Comments
- History
- Documents

Not all of the commands above appear on every **Information** menu; instead, commands are available only as they are relevant to the task you are performing. For example, if you are entering a transaction in Accounts Receivable, you can access comments or documents about items or customers but not about employees or vendors.

Information

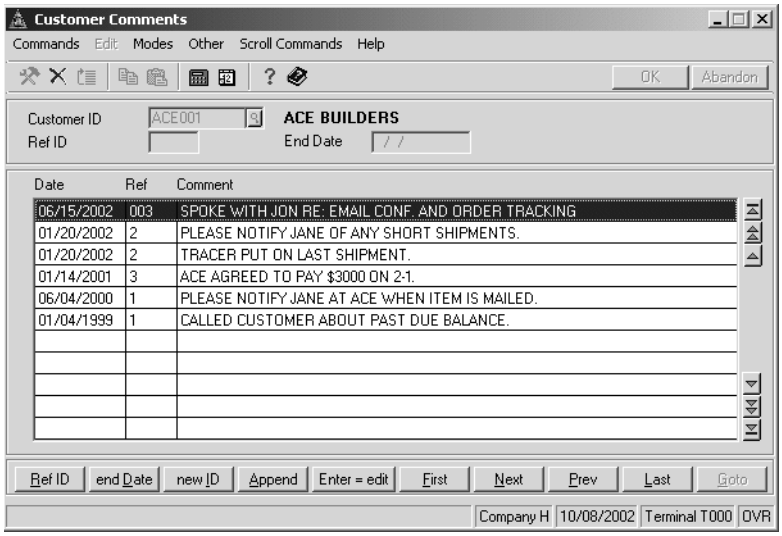
The **Information** command gives you general information about the subject. For customers, the **Information** command lists sale amounts and important dates, while for inventory items, the same command lists quantities, types, and base prices.

When the Information screen appears, enter the ID for which you want to view information. Use the commands available at the bottom of the screen to scroll between or select a new ID, then use the **Exit** (**F7**) command to return to the function screen from which you accessed the **Information** command.

Comments

Use the **Comments** command when it appears to view comments added through File Maintenance functions or to add comments about a customer, item, vendor, employee, or job.

The Comments screen appears after you access the **Comments** command. The Customer Comments screen is shown below as an example.



1. Enter the ID for which you want to view or enter comments in the ID field at the top of the screen. The **Inquiry** (**F2**) command is available.

2. The ID of the terminal you are working at appears in the **Ref ID** field. To work with comments for only the default reference ID, press **Enter**. To work with comments for a different reference ID, enter that ID. To work with all comments, clear this field and press **Enter**.

3. Enter the date of the most recent comment you want to work with in the **End Date** field, or press **Enter** to work with all comments.

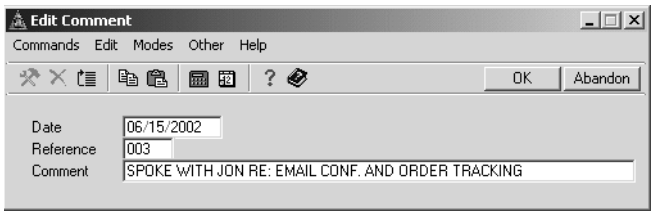
The date, reference, and text that appear for each comment depend on the reference ID and end date you enter. The comments are arranged by date—the most recent date first—then by reference ID.

4. Use these commands to work with the comments on the screen:

   - Press **R** to return to the **Ref ID** field to enter a new reference ID.
   - Press **D** to return to the **End Date** field and enter a new end date by which to sort comments.
   - Press **I** to return to the ID field and enter a new ID for which to view or enter comments.
   - Press **A** to add a new comment. The Append Comment screen appears.
   - Press **E** to edit a selected comment. The Edit Comment screen appears.
   - Press **F** to view comments for the first ID on record.
   - Press **N** to view comments for the next ID on record.
   - Press **P** to view or edit comments for the previous ID on record.
   - Press **L** to view or edit comments for the last ID on record.
   - Press **G** to go to a specific comment. This command is available only when there is more than one screen of comments.

Adding or Editing Comments

The Append Comment screen appears when you add a new comment. The Edit Comments screen appears when you edit an existing comment. Other than the title, these screens are identical.



1. If you are working with a new comment, the system date appears; otherwise, the date entered for the comment you are editing appears. Accept this date, or enter a different date.

2. The current terminal ID appears in the **Reference** field. Edit this reference, if necessary.

3. Enter or edit the comment, then press **Enter** to save the comment record.

History

When available, the **History** command gives you access to customer history in a manner similar to OSAS Inquiry functions. Select the customer for which you want to view detail information, enter a date from which to view information (if desired), then press **Enter** to view invoice or payment information.

Use the commands at the bottom of the screen to switch between or change customers, view totals, or select the line item to view. Use the **Exit** (**F7**) command to return to the function screen from which you accessed the **History** command.

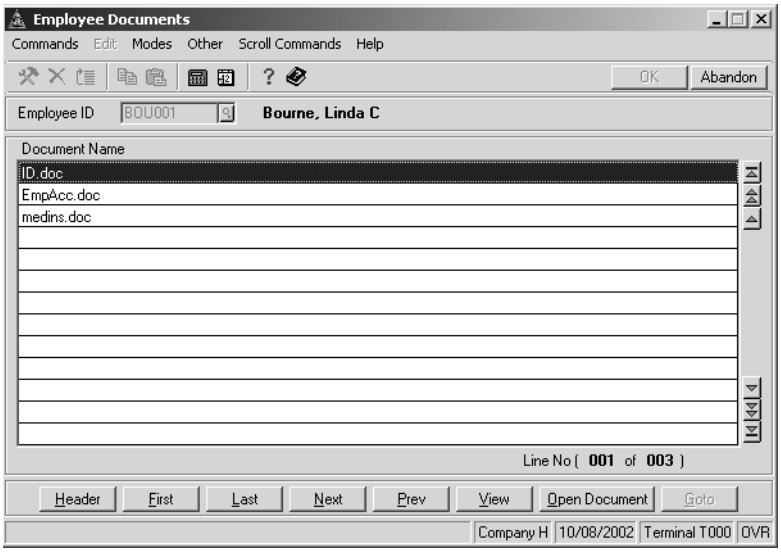
Documents

The **Documents** command lets you view or open documents attached to certain master file records. You cannot use this command to attach a document to a record; instead, use the appropriate File Maintenance function to attach documents.

Note

Before you can open documents, you need to have the appropriate file associations set up in the **File Types** function on the Resource Manager **Workstation Configuration** menu. The entries you make in this function help OSAS identify which software applications to use to open attached documents. See the *Resource Manager User's Manual* for more information.

The Documents screen appears after you access the **Documents** command. The Employee Documents screen is shown below as an example.


Employee Documents
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Employee ID BOU001 Bourne, Linda C
Document Name
ID.doc
EmpAcc.doc
medins.doc
Line No (001 of 003)
Header First Last Next Prev View Open Document Goto
Company H 10/08/2002 Terminal T000 OVR

Enter the ID for which you want to view attached documents. The **Inquiry** (**F2**) command is available.

- Use these commands to view document information, open an attached document, Press **H** to return to the header section to select a new ID.
- Press **F** to view documents attached to the first ID on record.
- Press **L** to view documents attached to the last ID on record.
- Press **N** to view documents attached to the next ID on record.
- Press **P** to view documents attached to the previous ID on record.
- Press **V** to view document information. The View Documents screen appears and lists the file name, directory path, and description of the attached document. Press any key to return to the Documents screen.
- Press **O** to open the attached document in the appropriate software application. You may need to edit the Resource Manager **File Types** function in order to associate files with your preferred applications.

Note

If you have problems opening a document, return to the function in which the document was attached and edit the attachment to change the direction of the slashes used in the directory path. If the directory path contains backward slashes (\), change them to forward slashes (*/*) and vice versa.

- Press **G** to go to a specific document line. This command is available only when there is more than one screen of line items.

Use the **Exit** (**F7**) command to return to the function screen from which you accessed the **Documents** command when you finish viewing documents.

Selecting a Range of Information

To produce a report, you must specify the amount of information you want in the report.

- To produce a report that includes all the available information, leave the **From**-**Thru** fields on the report screen blank. For example, if you want information about all the vendors to be in a report, leave the **Vendor ID From** and **Thru** fields blank.

- To limit the amount of information in the report, enter the range of information in the **From**-**Thru** fields. For example, if you want a report to include information only about vendor ACE001, enter ACE001 at both **From** and **Thru**. If you want the report to include information only about vendors that start with CO, enter **CO** at **From** and **COZZZZ** at **Thru**.

Each field where you enter information on a report screen usually restricts the overall output of the report. For example, if you leave the **Vendor ID From** and **Thru** fields blank, the report contains information about all the vendors. But if you enter invoice **100** in the **Invoice Number From** and **Thru** fields, and invoice **100** is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

Sorting

Information for reports is sorted first by a space (_), then by special characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the **From** and **Thru** fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

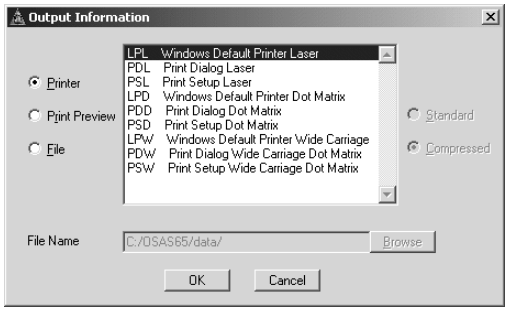
Sorting by alphabetical codes or IDs is easy. For example, the ID **ACL** comes before the ID **BB** because A comes before B.

Use caution when you enter codes or IDs consisting of characters other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20, and all are included in a report, you might enter **1** at **From** and **20** at **Thru**, expecting them to be listed 1, 2, 3. . . 19, 20. However, since OSAS sorts in alphabetical order, the numbers are listed in this order: 1, 10–19, 2, 20. In this example, numbers 3 - 9 are not included in the sort since they fall after 20 in an alphabetical sort. To prevent this situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above, the items would be labeled 000001 through 000020.

Output the Report

The type of menus you use controls which options are available to output reports. If you are using graphical function screens, you have the following output options: **Printer**, **Print Preview**, **File**, or **E-mail** (for selected reports). If you are using text function screens, you have these options: **Printer**, **Preview**, **File**, **Screen**, or **E-mail** (for selected reports). See the following instructions for details.

If you are using graphical screens, the Output Information dialog box appears after you select the range of information to print in the report.



If you are using text screens, these options appear at the bottom of the screen after you select what to print in the report and how it is organized.

Print the Report

1. Select **Printer** (in graphical screens) or press **P** (in text screens).

2. If multiple printers are available for the terminal, either select the printer from the list or enter the appropriate code for the printer and press **Enter**.

   Use the **Devices** function on the Resource Manager **Workstation Configuration** menu to add printers to the terminal.

3. When available, either select **Standard** or press **S** if you want to print the report in standard width or select **Compressed** or press **C** if you want to print it in compressed width.

4. Click **OK** or press **Enter** to begin printing the report.

5. If you want to stop printing after it has begun, press **Ctrl+Break**.

6. Click **OK** or press **Enter** to continue.

View the Report using Print Preview (Windows Workstations Only)

The Print Preview option is only available for workstations running Windows. However, before Print Preview will work, you must add a **sysprint** device line in the **config.bbx** file for that printer. Use the **Devices** function on the Resource Manager **Workstation Configuration** menu to add this line.

Follow these steps to view a report using Print Preview:

1. Select **Print Preview** (in graphical screens) or press **R** (in text screens).

2. If multiple printers are available for the terminal, either select the printer from the list or enter the appropriate code for the printer and press **Enter**.

Use the **Devices** function on the Resource Manager **Workstation Configuration** menu to add printers to the terminal.

3. Click **OK** or press **Enter** to continue.

4. When available, either select **Standard** or press **S** if you want to view the report in standard width or select **Compressed** or press **C** if you want to view it in compressed width.

5. Press **Enter**. The **Print Preview** screen displays the report as it will look when printed out in hard copy.

6. To print from this screen, select **Print** from the **File** menu. To exit from this screen, select **Exit** from the **File** menu.

Save the Report as a File

To save the report as a text file, select **File** or press **F.** The data path set up for the workstation in the **Defaults** function on the Resource Manager **Workstation Configuration** menu appears. If necessary, enter a new data path or click the **Browse** button to navigate to the correct directory, then enter the file name followed by the **.txt** extension. The file name plus extension that you enter must be less than 35 characters. Press **Enter** to save the report in that directory.

View the Report on Screen (Text Screens Only)

If you are using text screens, you can view selected reports directly in the OSAS screen. Keep in mind that this option displays the report one page at a time, storing previously viewed pages in the workstation's memory. Use the **Defaults** function on the Resource Manager **Workstation Configuration** menu to limit the number of screen pages you can view to conserve memory resources.

Follow these steps to view the report on screen:

1. Press **S** to select **(S)creen**.

2. When available, press **S** if you want to view the report in standard width or **C** if you want to view it in compressed width.

3. When the report appears, press **Enter** to view the next page or **Page Up** to view previous pages.

E-mail the Report

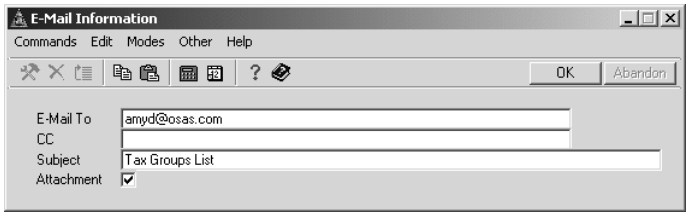
Before you can e-mail reports, you must enter details about your e-mail system using the **E-Mail Setup** function on the Resource Manager **System File Maintenance** menu.

You can e-mail only selected reports. In general, any report or form that makes up part of your audit trail cannot be e-mailed.

Follow these steps to e-mail a report:

1. Select **E-mail** or press **M**.

2. When available, select **Standard** or press **S** if you want to e-mail a standard width report or select **Compressed** or press **C** if you want to e-mail it in compressed width. The E-Mail Information screen appears.



3. If you e-mailed this report previously, the last e-mail address to which you sent the report appears. Press **Enter** to use this address, change it if necessary, or enter a new e-mail address.

4. Enter another address to send the e-mail to as a carbon copy, if necessary.

5. OSAS automatically enters the name of the report in the **Subject** field. Change this subject line, if necessary.

6. Select the **Attachment** check box (or enter **Y** in text mode) to send the report as a text file attachment to the e-mail message. If you clear this box (or enter **N** in text mode), the report is sent in the body of the e-mail.

7. Click **OK** or press **Enter** to e-mail the report.

Report Commands

Use the following commands when a report appears on the screen:

Key	Operation
PgUp	Moves to the previous page of the report.
PgDn	Moves to the next page of the report.
Home	Moves directly to the top of a group of pages.
End	Moves directly to the bottom of a group of pages.
F7 (Exit)	Exits to the menu from any point in the report.
Left	Moves left one character.
Right	Moves right one character.
Tab (Toggle)	Toggles between the left and right halves of a report.
Up/Down	Moves a line up and down the screen to line up information when you toggle between halves of a report.

Installation and Conversion 2

Payroll Installation	2-3
Direct Deposit Installation	2-5
Conversion	2-7

Payroll Installation

Before You Install Payroll

Make sure your system meets these minimum requirements before you install Payroll.

The Payroll system needs a minimum of 13 megabytes (13 Mb) of disk space to work correctly with programs, sample data, data dictionaries, system files, and graphics files. You will also need more disk space available for the data files you create and maintain.

The OSAS system requires at least one megabyte (1 Mb) of main memory to run. More memory may be necessary in certain environments and operating systems.

Installing Payroll

Use the **Install Applications** function on the Resource Manager **Installation** menu (see your Resource Manager installation manual) to install Payroll. Install the State Tax Routines after you install Payroll. If you intend to use Direct Deposit with Payroll, install it after you install the State Tax Routines.

Setting up Payroll

Once you install Payroll on your system, you must prepare your data files for everyday use.

You can prepare files for use with Payroll in one of two ways: you can create and set up your files manually on a new system, or you can convert your old files when you upgrade from an earlier version. To create files on a new system, use the **Data File Creation** function on the Resource Manager **Company Setup** menu (see your Resource Manager installation manual). For instructions on converting your files, see “Conversion” on page 2-7.

If you want to use General Ledger, Bank Reconciliation, or Job Cost with Payroll, you must set up those applications before setting up Payroll.

Direct Deposit Installation

Use this section as a guide only if you have purchased the Direct Deposit add-on application for use with Payroll. If you do not have the Direct Deposit add-on application, skip this section.

Before You Install Direct Deposit

Make sure your system meets these minimum requirements before you install Direct Deposit.

Direct Deposit is an add-on module to the OSAS Payroll application. You must install OSAS Payroll before you install Direct Deposit.

The Direct Deposit system needs a minimum of 2 megabytes (2 Mb) of disk space to work correctly with programs, sample data, data dictionaries, system files, and graphics files (in addition to the space required by Payroll). Having more disk space available is necessary for the data files you will create and maintain.

The OSAS system requires at least one megabyte (1 Mb) of main memory to run. More memory may be necessary in certain environments and operating systems.

Installing Direct Deposit

1. Use the **Install Applications** function in Resource Manager (see the *Resource Manager User's Manual*) to install Payroll. Install the State Tax Routines after you install Payroll.

2. Use the **Install Applications** function in Resource Manager to install Direct Deposit.

Setting up Direct Deposit

Once you install Direct Deposit on your system, you must prepare your data files for everyday use.

You can prepare files for use with Payroll with Direct Deposit in one of two ways: you can create and set up your files manually on a new system, or you can convert your old files when you upgrade from an earlier version. To create files on a new system, use the **Data File Creation** function on the **Company Setup** menu in Resource Manager (see the *Resource Manager User's Manual*). For instructions on converting your files, see "Conversion" on page 2-7.

If you plan to use General Ledger, Bank Reconciliation, or Job Cost with Payroll with Direct Deposit, you must set up those applications before you set up Payroll and Direct Deposit.

Setting up Direct Deposit

Once you install Direct Deposit on your system, you must prepare your data files for everyday use. See "Setup" on page 3-1 for setup instructions.

Conversion

If you use an earlier version of OSAS Payroll or Payroll with Direct Deposit, you can convert your files from the older version to the current version.

When you are ready to convert files, use the **Data File Conversion** function on the Resource Manager **Company Setup** menu (see the *Resource Manager User's Manual*) to upgrade Payroll or Direct Deposit data files. You can upgrade from version 3.2, 4.xx, 5.xx, or 6.xx. If you want to convert to version 6.5 from a version earlier than 3.2, contact a client support representative.

Note

You must install the new versions of Payroll and Direct Deposit (if applicable) before you convert files. You can replace and update the programs properly only by using the **Install Applications** function in Resource Manager.

Before you convert an application's files, make note of the version number from the application you are converting. The **Data File Conversion** function has no way of determining the information from within the function.

Before you convert an application's files, back up your data files.

Consider Your Setup

Before you convert from your version of Payroll or Direct Deposit (if applicable), consider the exact setup of your system. Since OSAS code can be customized, modifications to your system might be lost if you install a new version of a program or update a file. If you are not sure if your system is ready for conversion, consult your value added reseller.

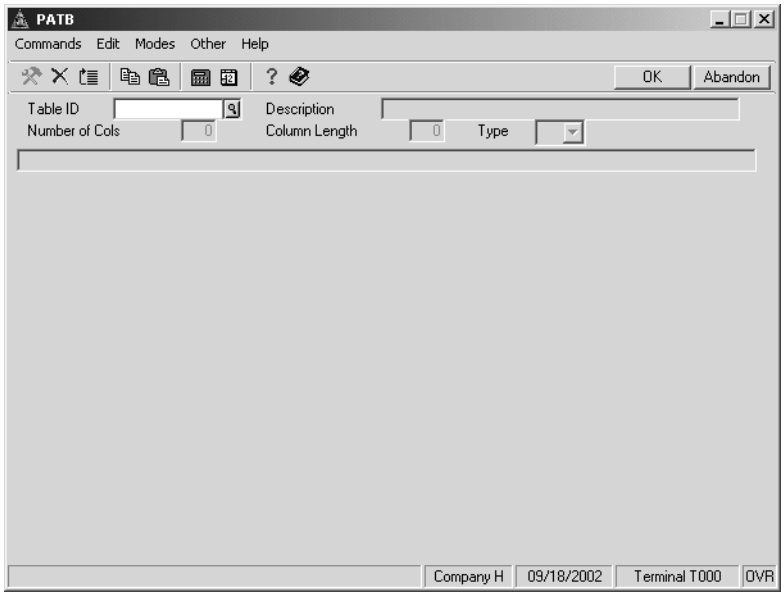
Converting from Version 4.x and Earlier

Before you begin the conversion from a version before 5.00, you must set up one table and gather some additional information.

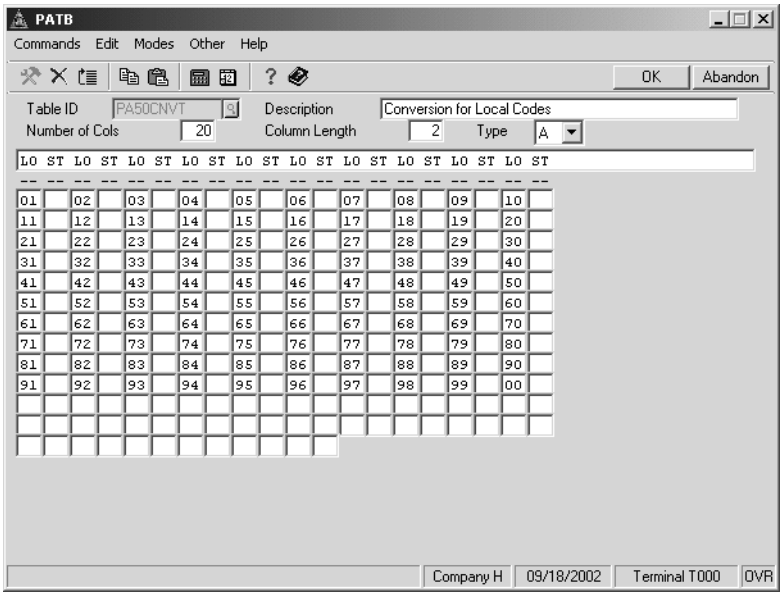
Each local code must be assigned to its respective state. The system looks for the **PA50CNVT** table and uses it to assign local codes to their respective states. To update the **PA50CNVT** table, follow these steps:

1. Select **Application Tables** from the Resource Manager **Data File Maintenance** menu.

2. In the **Enter Table Filename** field, enter **PATB**. The PATB screen appears.



3. Use the **Inquiry** (**F2**) command to select **PA50CNVT** or enter **PA50CNVT** in the **Table ID** field. The **PA50CNVT** table appears.



One hundred entries are in the table. You can enter state codes, assigning them to local codes. If you do not use local codes or do not add them to the table at this point, the conversion still completes successfully. When you finish entering codes, exit to the main menu.

Converting from Version 5.0x and Earlier

In previous versions of Payroll, earnings and withholdings amounts in employee history were broken down only to the quarter-to-date level. Beginning in version 5.1, those amounts are broken down to a month-to-date level. To accommodate this situation, the conversion program must allocate quarter-to-date figures from previous versions into the new month-to-date fields. The conversion program prompts you to select one of these methods:

- The **monthly** method divides total quarterly amounts evenly among the monthly fields. For example,

  January: 33.3%
  February: 33.3%
  March: 33.3%

- The **daily** method allocates amounts precisely. The program calculates days per month and the percentage of each day in the quarter. If the last payroll check run was in the middle of a month, the system allocates amount percentages correctly up to that date. If you select this option, you must enter the last check date. For example,

  Quarter 1

  January: 31 days of 90 in Quarter 1 = 34.44%
  February: 28 days of 90 in Quarter 1 = 31.11%
  March: 31 days of 90 in Quarter 1 = 34.44%

Note

If you are converting files from OSAS 4.0x or lower, do not use the following option.

- The **history** method reads check amounts from your previous Payroll version's Check History file, producing a quarterly total and calculating the monthly percentage by dividing each monthly subtotal into the quarter. The system adds only checks that fall within one calendar year.

This choice requires accurate historic data and is the most time-consuming, yet accurate, of the three methods. If you select this option, you must enter the current payroll year. For example,

Employee ID	Check Number	Check Date	Gross Check Amount	Totals
John Doe	1111	01/15/00	$1000.00	
John Doe	2222	01/31/00	$1200.00	
				$2200.00
John Doe	3333	02/15/00	$1000.00	
John Doe	4444	02/28/00	$800.00	
				$1800.00
John Doe	5555	03/15/00	$1000.00	
				$1000.00

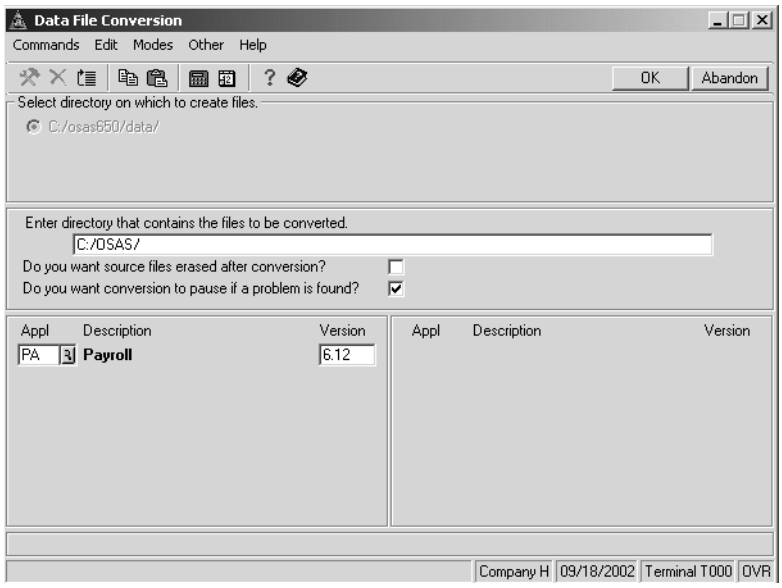
Total

January = $2200.00 out of total earnings of $5000.00 = 44%
February = $1800.00 out of total earnings of $5000.00 = 36%
March = $1000.00 out of total earnings of $5000.00 = 20%

Any of these split methods can cause leftover amounts to be rounded. If this situation happens for the first quarter, the amount is entered in the first month of the quarter. If it happens for the year, the amount is entered in January.

Converting to Version 6.5

Select **Data File Conversion** from the Resource Manager **Company Setup** menu. The Data File Conversion function screen appears.



1. The system lists all valid OSAS data paths. Select the destination directory where your new data files will reside.

2. Enter the path (drive and directory) that has the files you want to convert. You cannot enter the same path as the path you selected as the destination.

3. If you want source files to be erased after conversion, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

4. If you want the conversion process to pause if a problem occurs, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). The system considers file corruption or evidence of data not converting correctly a problem.

5. If you are converting Payoll only, enter **PA** in the **Appl** column; **Payroll** appears.

   If you are converting Payroll with Direct Deposit, enter **DD** in the **Appl** column; **Direct Deposit** appears.

6. Enter your earlier version number of Payroll or Direct Deposit and press **Enter**. You can determine the version by looking at the copyrights screen when you start OSAS, or in most versions, by using the Application Information tool button on the menu screen in graphical mode or by pressing **Shift+F2** in text mode.

Note

If you are converting from a Payroll version before 5.10 without Direct Deposit to the current version with Direct Deposit, you'll see the message **Some source files missing for DD. Do you want a printout of them?** Select **No** (or enter **N** in text mode) and continue with the remaining steps.

7. If data files already exist for Payroll or Direct Deposit in the intended destination path, the **PA/DD data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and convert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode). If you elect not to erase existing files, you must change your directory choices so that no conflict exists.

8. If you are converting Direct Deposit files, Payroll and its version number appear automatically. You must convert Payroll data files as well in order to use Direct Deposit. If data files already exist for Payroll in the intended destination path because you already converted them, the **PA data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and reconvert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode).

9. To begin the conversion process, use the **Proceed** (**OK**) command.

10. The **Do you want a printout of error log after each application?** prompt appears. If you want the error log to be produced after files are converted for each application, select **Yes** (or enter **Y** in text mode); if you want the log to be produced after files for all applications are converted, select **No** (or enter **N** in text mode). If you are converting only Payroll files, your answer to this prompt makes no difference.

11. Answer the questions that appear relating to the conversion of the employee history and last-year files.

12. If a problem occurs and you indicated that you want the system to pause when a problem occurs, a prompt alerts you. To stop the conversion process, select **Yes** (or enter **Y** in text mode). To let the conversion run its course and investigate later, select **No** (or enter **N** in text mode).

13. When the process is finished, the files are converted. Select the output device for the error log. After the conversion finishes and the error log prints, the main menu—with **Payroll** or **Payroll with Direct Deposit** added—appears.

Setup 3

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Setup Considerations

After you have installed the software for the first time or after you have upgraded the software, you must set up the system. Follow the setup procedures carefully; the choices you make determine how the system operates.

To properly set up the Payroll system, you need to gather and organize your payroll data. You need the following information:

- your payroll department procedures
- payroll records for each employee
- federal, state, and local tax publications
- the *Payroll State Tax Routines* media
- a chart of accounts for your business
- a list of the deductions you use
- a list of the other-pay types (bonuses, tips, and so on) you use

Codes and IDs

When you set up the system, you assign codes and IDs to tell the system how to identify each item on file. The system uses these identifiers to organize the information in reports and inquiry windows.

The system arranges code characters in a particular order. In the following list, codes and IDs are sorted from lowest to highest, and dashes represent spaces.

— — — — — 0
— — — — — 1
— — — — — Z
— — — — — a
— — — — — 01
— — a — — —
0 0 0 0 0 0
0 0 0 0 0 1
1

The organization of these codes illustrates the following principles:

- The system reads codes from left to right until it finds something other than a blank space.

- Items that make up a code are *always* listed alphabetically. The items are listed in this order for each position:

  blank spaces
  characters (-, *, /, and so forth)
  numbers (0-9)
  uppercase letters (A-Z)
  lowercase letters (a-z)

Alphabetical rules are not intuitive when numbers are involved. Numbers are sorted as if they were letters: when the first characters of several IDs are compared, the ID with the smallest first character is placed first in the list. If the first character of the IDs is the same, the second characters are compared and the ID with the smallest second character is placed first in the list. This comparison is made for each character in the range of IDs until the IDs are clearly in alphabetical order.

If you use numbers for IDs, pad them with zeros so that they are all the same length and numeric rules can hold true. For example, in alphabetical sorting ID 112 comes before ID 60, since anything that starts with 1 comes before anything that starts with 6 *alphabetically*. If ID 60 were ID 000060 and ID 112 were ID 000112, ID 000060 would be listed first, since 060 is less than 112 alphabetically and numerically.

When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. The following suggestions may help:

- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01.

- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.
- Use descriptive IDs. For example, SALES01 and MKTG01 are more descriptive IDs than 000001 and 000002. However, if you already use a numbered system, you might want to stick with it.
- If you want to sort items by a particular attribute—name or group—put the attribute in the ID. For example, to organize employees by their last names, put the first characters of the last name in the employee ID.
- To ensure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, setting up two consecutive IDs of AND001 and AND005 leaves room for three IDs in between.

Setup Checklist

Follow the steps below to set up the Payroll system. Following the order of the steps should save you from repeating your work. Each step is explained in this section.

1. Set up the options and interfaces.
2. Set up earning types (**PAETxxx** file).
3. Set up earning codes (**PAECxxx** file).
4. Set up tables (**PATBxxx** file).
5. Set up tax tables (**PATXxxx** file).
6. Set up withholding codes for tax authorities (**PACO** file).
7. Set up withholdings (**PAWIxxx** file) and tax groups (**PATGxxx** file).
8. Set up company deductions (**PADDxxx** file).
9. If necessary, use the **Formula Maintenance** function to add formulas to the **PAFMHDR** (Formula Definition) and the **PAFMLIN** (Formula Line Detail) files.
10. Set up departments (**PADPxxx** file).
11. Set up payroll information (**PAINxxx** file).
12. Set up labor classes (**PALCxxx** file).
13. Set up employees (**PAEGxxx** and **PAEPxxx** files).
14. Use the **Roll Up Leave Balances** function on the **Periodic Maintenance** menu to set up leave adjustments (**PAHVxxx** file).

15. If necessary, set up employee history (**PAEDxxx**, **PAEExxx**, **PAEMxxx**, and **PAEWxxx** files).

16. Enter initial balances.

17. Set up recurring time tickets and deductions.

18. Set up access codes.

19. Set up a backup schedule.

Setup Functions

Options and Interfaces

An application can be interfaced to work in conjunction with other applications. Payroll can be interfaced with General Ledger, Bank Reconciliation, and Job Cost.

General Ledger

When Payroll interfaces with General Ledger, posting in Payroll makes summary entries (such as gross wages payable, taxes and other deductions withheld, net pay, and payroll expenses incurred) in the General Ledger **GLJRxxx** (Journal) file for transactions that affect the ledger.

If you void a payroll check after it has been posted, the check is backed out from General Ledger and the check record can be added to the Payroll **PACHxxx** (Checks), **PACDxxx** (Checks Deductions), **PACExxx** (Checks Earning), and **PACWxxx** (Checks Withholdings) files for a manual check or to the **PATRxxx** (Transactions) file for a calculated check.

Bank Reconciliation

When Payroll interfaces with Bank Reconciliation, posting checks in Payroll creates summary disbursement entries for the checks in the Bank Reconciliation **BRTRxxx** (Transactions) file for the bank account you specify.

The Payroll system can keep track of checks lost to alignment problems in the Bank Reconciliation application and in Payroll history so that the lost checks are accounted for.

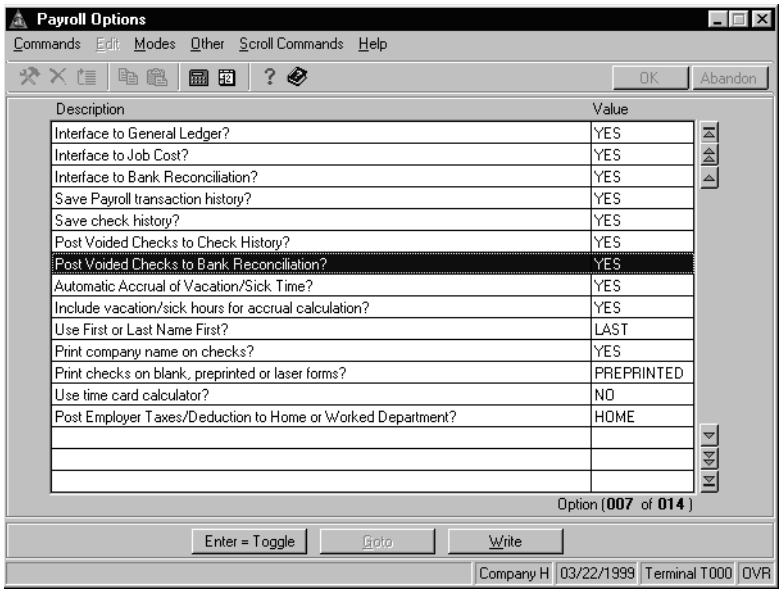
Job Cost

When Payroll interfaces with Job Cost, you can assign actual labor hours and dollars to the appropriate job and phase in the Job Cost **JOBSxxx** (Jobs) file. When and where appropriate, the interface also updates the number of pieces completed.

Options and Interfaces Screen

Select **Options and Interfaces** from the Resource Manager **Company Setup** menu. The Options and Interfaces screen appears.

The name of the company you are working with appears. Specify whether the Options table is **shared** or **owned**. (See the *Resource Manager User's Manual* for information about Options tables.) Then enter **PA** as the application ID. The Payroll Options screen appears.


Payroll Options
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Description Value
Interface to General Ledger? YES
Interface to Job Cost? YES
Interface to Bank Reconciliation? YES
Save Payroll transaction history? YES
Save check history? YES
Post Voided Checks to Check History? YES
Post Voided Checks to Bank Reconciliation? YES
Automatic Accrual of Vacation/Sick Time? YES
Include vacation/sick hours for accrual calculation? YES
Use First or Last Name First? LAST
Print company name on checks? YES
Print checks on blank, preprinted or laser forms? PREPRINTED
Use time card calculator? NO
Post Employer Taxes/Deduction to Home or Worked Department? HOME
Option (007 of 014)
Enter = Toggle
Goto
Write
Company H
03/22/1999
Terminal T000
OVR

To toggle an option (for example, between **YES** and **NO**), press **Enter**.

1. Toggle between **YES** or **NO** to indicate whether you want to interface Payroll with General Ledger, Job Cost, and Bank Reconciliation. The interface options work independently of each other. You can respond to them with any combination of settings.

2. Toggle between **YES** or **NO** to indicate whether you want to save Payroll transaction history. You cannot produce the Transaction History Report unless you save transaction history.

3. Toggle between **YES** or **NO** to indicate whether you want to save check history. You cannot produce the Check History Register or the 941 Worksheet unless you save check history.

4. Toggle between **YES** or **NO** to indicate whether you want voided checks to be posted to the **PAHCxxx** (Check History) file. These check forms have been voided as a result of printing payroll checks, not as a result of using the **Void Checks** function.

5. Toggle between **YES** or **NO** to indicate whether you want voided checks to be posted to Bank Reconciliation if Payroll interfaces with Bank Reconciliation. These check forms have been voided as a result of printing payroll checks, not as a result of using the **Void Checks** function.

6. Toggle between **YES** or **NO** to indicate whether you want to accrue vacation and sick time automatically.

7. Toggle between **YES** or **NO** to indicate whether you want to use vacation and sick hours for accrual calculations of additional sick and vacation time.

8. Toggle between **FIRST** or **LAST** to indicate whether you want to print the first names of employees first on checks and in reports or whether you want to print last names first.

9. Toggle between **YES** or **NO** to indicate whether you want to print the company name on checks.

10. Toggle between **BLANK**, **PREPRINTED**, or **LASER** to indicate whether you want to print checks on blank check stubs, preprinted forms, or laser forms.

If you use preprinted checks, the stub prints first; if you use blank check stubs or laser forms, the check prints first.

11. Toggle between **YES** or **NO** to indicate whether you want to use the time card calculator during entry of time tickets for hourly employees.

12. Toggle between **HOME** or **WORKED** to indicate whether you want to post employer-paid taxes and deductions to the employee's home department from the **PAEGxxx** (Employee General Information) file or the department(s) they worked in during the pay period.

After you finish setting options, press **W** to save your entries, and then exit to the Options and Interfaces screen. Select another application whose options you want to change, or exit to the Resource Manager **Company Setup** menu.

Earning Types

Use the **Earning Types** function (see page 11-13) to set up and modify the way the system groups earning codes. The system has nine preset earning types which are used by the system in special ways.

You cannot change or delete the preset earning types. You can, however, set up additional earning types. When you set up earning codes, you specify the earning type to which the code belongs. For example, you might have four kinds of bonus pay. You set up each kind of bonus pay as an earning code and group them all under one earning type.

Earning Codes

An earning code stores pay rate information, the GL holding account number, the pay type, and other information for a particular kind of work. When entering time tickets or manual checks, you can enter an earning code and the number of hours worked; the system calculates the employee's pay based on the information stored in the **PAECxxx** (Earning Codes) file.

You can set up earning codes for types of work. For example, you can set up an earning code for work involving assembly, another for packaging, and so on. You can set up earning codes for overtime and double-time work that automatically multiply or add amounts to the base pay.

Use the **Earning Codes** function (see page 11-9) to set up earning codes.

Tables and Tax Tables

Tables store information relating to the system, data, options, and default settings for other applications. Tax tables are used to calculate federal, state, and local tax withholding.

Note

Use tables only to enter and store data. Do not delete lines or rearrange account descriptions. The system looks for information by the position of the lines in the table. For example, in the **FREQxxx** table, the system assumes that the first group code is on the first line, the second group code is on the second line, and so on.

You must set up and/or review the following system tables and tax tables before you build the Payroll data files:

- **ADJMNxxx**
- **FREQxxx**
- **GLDEPxxx**
- **GLPAYxxx**
- **MAXVSxxx**
- **PACTLxxx**
- **SICcxxx**
- **TCACLxxx**
- **USRDDxxx**
- **USRDFxxx**
- **VACcxxx**
- **EIC**
- F**EDM**

- **FEDS**
- **FICA**
- **FUTAxxx**
- **LTXssllm**
- **SOTss**
- **STSss**
- **STXssm**
- **SUTssxxx**
- **W2CODE**
- **W2CODE2**

You can set up the **ADJMNxxx**, **FREQxxx**, **GLDEPxxx**, **GLPAYxxx**, **PACTLxxx**, **SICcxxx**, **TCALCxxx**, **USRDFxxx**, **USRDDxxx**, and **VACccxxx** system tables and the **FUTAxxx**, **STSss**, **STXssm**, **SUTssxxx**, **W2CODE**, and **W2CODE2** tax tables for individual companies and/or all companies that are in the system. You can set up one table for all the companies that are alike, and you can set up one table for each company that is different.

Note

You must enter **OWN** in the **Option Table Type** field in the **Options and Interfaces** function to be able to set up company-specific options.

For example, you can set up table **GLPAY** for companies that post payroll transactions to the same accounts; and you can set up table **GLPAYA01** for company A01, **GLPAYB01** for company B01, and so forth if those companies post payroll transactions to different accounts.

These tables are identified by a three-character to five-character prefix and a two-character to five-character suffix. The prefix is the table name—**FUTA** for federal unemployment tax, for example. For company-specific tables, the suffix is a company ID. Generic system-wide tables do not have suffixes. If you delete a company-specific table, that company uses the generic table. For example, if you delete table **GLPAYA01**, company A01 then uses the **GLPAY** table.

You can set up the **SUTssxxx**, **SOTss**, **STSss**, and **STXssm** tax tables for each state where you do business. For example, you can set up table **SUTAZ** to store the percentage and earnings limit that Arizona uses to calculate employer state unemployment.

You can set up the **LTXssllm** table for each locality where you do business. For example, you can set up table **LTX01** to store the base and percentage figures that the locality uses to calculate tax withholding.

In addition, you can set up the **LTXssllm** table for marital statuses. For example, you can set up table **LTX01S** to store the base and percentage figures that the locality uses to calculate tax withholding for unmarried employees.

You must set up a **MAXVSxxx** table for each company that uses the table.

For more information on setting up tables, see page 10-73. For more information on setting up tax tables, see page 10-89.

Withholding Codes for Tax Authorities

Use the **Tax Authority Setup** function (see page 11-5) to enter and maintain withholding codes for federal, state, and local tax authorities that employees need for withholdings. You can also set up the formula names associated with each code for the states and localities.

You can enter 15 additional employee and employer withholding codes for each federal, state, and local tax authority. Most federal and state codes are preset.

Withholdings

Use the **Withholdings** function (see page 11-23) to set up and maintain federal, state, and local withholdings for your employees. The information is stored in the **PAWIxxx** (Withholdings) file. You can exclude deductions and/or earning codes from withholdings and set up employer-paid withholdings.

To establish the order in which withholdings are taken, use the **Tax Authority Setup** function (see page 11-5).

Federal Withholdings

You can set up the following federal tax codes:

- **FWH** Federal withholding
- **OAS** Employee FICA
- **MED** Employee FICA
- **FUT** Unemployment insurance
- **EIC** Earned Income Credit
- **EOA** Employer FICA
- **EME** Employer FICA

Fixed percent withholding applies to the FWH tax code only. If you have forms of other pay that are taxed at a fixed rate, you can enter the fixed percentage to withhold. (You cannot assign fixed withholding percentages to FICA or FUTA tax codes.)

State Withholdings

To use state withholding, you must install the Payroll Tax Routines provided by Open Systems.

For each state authority, you can set up the following tax codes:

- **SWH** State withholding
- **SUI** State Unemployment Insurance (employer)
- **SO1** State-other withholding 1
- **SO2** State-other withholding 2
- **SO3** State-other withholding 3

The state withholding and state unemployment insurance tax codes are used by the system and should not be modified or deleted.

Use of the state-other withholding varies from state to state. See the *Payroll State Tax Routines* for information about the states where employees live. These codes must first be set up in the **Tax Authority Setup** function.

Fixed withholding applies to the **SWH** tax code only. If you have forms of other pay that are taxed at a fixed rate, you can enter the fixed percentage to withhold. (You cannot assign fixed withholding percentages to **SUI** or **SOx** tax codes.)

You can set up other codes (for example, **WKC** for worker's compensation) as you need them in the **Tax Authority Setup** function.

Local Withholdings

To use local withholding, you must create and install your own local tax routines in the **Tax Authority Setup** function. Contact your dealer or installer for more information.

For each local authority, you can set up these tax codes:

- **LWH** Local withholding
- **LO1** Local-other withholding

Fixed withholding applies to the **LWH** tax code only. If you have forms of other pay that are taxed at a fixed rate, you can enter the fixed percentage to withhold. (Do not assign fixed withholding percentages to the **LO1** tax code.)

Deductions

Use the **Deductions** function (see page 11-17) to set up and maintain payroll deductions. You can enter 999 deductions. You must enter a description and a general ledger liability account number before you can use a deduction.

You can set up deductions that are strictly employer-paid. You can exclude some earning codes from deductions—for example, 401(k) programs—so that deductions will be withheld from specific earnings. You can flag deductions as deferred compensation, which is reported on employee W-2 forms. In addition, you can determine whether deductions are to be taken from net or gross pay.

The employer expense account for employer-paid deductions is stored, along with the deduction record, in the **PADDxxx** (Deductions) file. Deductions information updates the **PADDxxx** and **PADXxxx** (Deduction Exclusion) files.

You can also copy deductions to a group of employees you specify.

Formulas

Most of the formulas you need are preset, but you can use the **Formula Maintenance** function (see page 10-91) to set up and maintain the formulas needed to calculate deductions and withholdings. For a detailed explanation of formulas, see appendix C.

After a formula has been set up, you can use the **Deductions** function (see page 11-17) or the **Withholdings** function (see page 11-23) to edit it.

Departments

Department records store amounts posted from time tickets and checks. This information is used to update accounts in the General Ledger system.

Use the **Departments** function (see page 10-51) to set up and maintain departments. You can set up earning codes and employer-paid withholdings and deductions, and through Resource Manager you can specify precision for the **Hours** fields. New entries are automatically appended when you post time tickets or checks. The information is stored in the **PADPxxx** (Department) file.

Divisions summarize groups of departments in the Department Report, which summarizes the labor expenses posted to each department.

If you use divisions, each department ID must begin with the two-character division ID. If you do not use divisions, department IDs must be at least three characters long.

Payroll Information

Payroll information includes state unemployment reports and the company address. This information is essential to the Payroll system and must be set up before you can begin processing. It is stored in the **PAINxxx** (Payroll Information) file.

State Unemployment Reports

Most states that collect unemployment taxes require a quarterly report that lists employee names, wages earned, and weeks or hours worked. Use the **Payroll Information** function (see page 10-57) to set up your state unemployment reports for the states where you pay unemployment taxes.

The Payroll system credits employees for the full number of weeks they worked in pay periods they receive pay. The system looks at the **Weeks Worked Limit** field in the **SWH** record in the **PAWIxxx** (Withholdings) file for the minimum number of hours worked to be credited for one week of work. Consult the state tax authorities about the appropriate method for determining weeks worked in your state, and adjust the **Weeks Worked** field in the **Employee History** function as necessary before printing the report.

Company Address

Use the **Payroll Information** function to enter or change the company address.

Employer Bank Information

Use the **Payroll Information** function to enter the next check number for printing checks.

Degree Descriptions

Use the **Payroll Information** function to enter degrees and descriptions for employees. These descriptions are used in the **Personnel Information** function.

Labor Classes

Use the **Labor Classes** function (see page 11-3) to set up and maintain labor classes. Labor classes can be used to group types of employees. For example, you might set up labor class **EXM** for executive managers, **MIM** for midlevel management, and so on.

Labor classes are stored in the **PALCxxx** (Labor Class) file and are used in the **Employees** function. They are helpful for report sorting.

Employees

Each employee record consists of four sections: general information, salary information, tax information, and personnel information. Use the **Employees** function (see page 10-3) to set up and maintain employee records.

The information is stored in the **PAEGxxx** (Employee General Information), **PAEPxxx** (Employee Personnel), **PAESxxx** (Employee Federal/State/Local Withholdings), **PAEXxxx** (Employee Exclusion), and **PADExxx** (Employee Deductions) files.

General Information

Use the **General Information** portion of the **Employees** function to enter and maintain such fundamental employee information as the employee's home address, sex, job title, and so on.

Salary Information

Use the **Salary Information** portion of the **Employees** function to enter and maintain pay information for the employee.

If the employee's normal salary does not meet federal minimum standards, you can use the **Adjust to Minimum** feature to automatically bring the employee's paycheck up to minimum wage.

Group Codes

Group codes identify the employees you want to pay when you calculate checks. Common practice is to use different group codes for different pay cycles. For example, hourly employees who are paid weekly might be group 1, salaried employees who are paid monthly might be group 2, and commissioned employees might be group 3.

Override Pay

You can enter override pay when you want to pay salaried employees something other than their normal salaries—for example, when employees start or quit within a pay period. Override pay applies only to the pay cycle in which you enter it. When the pay cycle is completed, override pay is cleared from the system.

Tax Information

Use the **Tax Information** portion of the **Employees** function to enter federal, state, and local tax information. Research the state and local tax information before entering the data. In particular, marital status and number of exemptions can differ among tax authorities.

The valid marital statuses for federal tax purposes are **married** and **single**, but in some states employees can be married, single, unmarried heads of households, married filing jointly, or married filing jointly and both working. Consult the *Payroll Tax Routines* for information about marital status in the states where employees file; Open Systems does not supply information about local tax regulations.

Personnel Information

Use the **Personnel Information** portion of the **Employees** function to enter information about the employee's education, pay history, and so on.

Leave Adjustments

Before using the **Leave Adjustments** function, use the **Roll Up Leave Balances** function (see page 9-43) if you elected to include vacation/sick hours for accrual calculation in the Resource Manager **Options and Interfaces** function. Then use the **Leave Adjustments** function (see page 10-45) to make positive and negative adjustments to an employee's sick and vacation pay.

Employee History

If you start Payroll at any other time than the beginning of the year and you elect to create either check or transaction history (see **Initial Balances** below), you must collect and enter historical information. Fortunately, you need enter data for only a handful of deductions for most employees. Remember to get month-to-date, quarter-to-date, and year-to-date figures for all fields.

The number of weeks worked is calculated on the basis of the number of pay periods the employee received a check for *any* amount. For example, if you use biweekly pay periods and an employee received one hour of sick pay in that pay period, the employee would be credited for two weeks worked. If you entered a week's worked limit for the state in the **Payroll Information** function, the number of hours worked would be compared to the limit, and in this case two weeks under limit would be recorded.

When you calculate FUTA, SUI, and FICA (OASDI), remember that there is no withholding above the ceiling on these wages.

Employee history information is stored in the **PAEDxxx** (Employee Deduction History), **PAEExxx** (Employee Earnings History), **PAEMxxx** (Employee Miscellaneous History), and **PAEWxxx** (Employee Withholding History) files.

Initial Balances

Unless you are setting up the Payroll system at the beginning of the year, you must enter the payroll history for employees from the beginning of the current calendar year so that reports accurately reflect the payroll for the year. How you enter initial balances and payroll history depends on whether you are setting up the system with or without check, employee, and transaction history.

If you installed Payroll, General Ledger, Bank Reconciliation, and Job Cost at the same time, leave the application interfaces turned on. If you are adding Payroll to an existing system, turn the application interfaces off to prevent double-posting while you set up initial balances.

Setting up Without Check or Transaction History

If you do not need check or transaction history, the simplest way to set up Payroll is to collect all the period-to-date, quarter-to-date, and year-to-date numbers for departments, then use the **Departments** function to enter this information into your records. Next, collect month-to-date and year-to-date numbers for employees, then use the **Employee History** function (see page 10-29) to enter this information into your records.

While this method produces records with accurate month-to-date and year-to-date information, you will have no history and no audit trail. Use this method only if you want to get started as quickly as possible.

Setting up With Check History Only

If you need only check history, turn off the interfaces with General Ledger, Bank Reconciliation, and Job Cost. Do not enter period-to-date, quarter-to-date, or year-to-date numbers in the **Departments** function, and do not enter month-to-date or quarter-to-date numbers for employees in the **Employee History** function. Instead, enter all the checks for each period, post the checks, and post expenses to General Ledger. Do quarter-end maintenance as necessary, and continue entering checks and printing reports until you are up to the current payroll period (see **Entering manual checks** below). This method produces accurate check history, employee history records, department records, and an audit trail. It does not produce transaction history.

Setting up With Transaction, Employee, and Check History

If you need complete transaction, employee, and check history, you must re-create all the entries for the current year. After you set up the **PAINxxx** (Payroll Information), **PADPxxx** (Department), and **PAEHxxx** (Employee History) files (do not enter QTD and YTD information), set the system date to the beginning of the fiscal year and begin entering payroll transactions in sequence. Post transactions at the end of each "day." Then reset the system date and enter the next day's transactions. When you reach the end of a payroll period, calculate checks and post expenses to General Ledger. (For information, see chapter 1.)

Note

When you post checks, you must select the tax month.

Do quarter-end maintenance as necessary, and continue processing transactions and printing reports until you are up to the current pay period.

This method produces the most accurate history and the most thorough audit trail, but it is practical only if payroll records are small or if it is early in the year.

Entering Initial Balances

You can enter initial balances in one of two ways: by entering payroll transactions or by entering manual checks.

Entering Payroll Transactions

First, verify that you have set up the options you want in the Resource Manager **Options and Interfaces** function. Then follow these steps to enter your initial balances based on payroll transactions:

1. Use the **Payroll Transactions** function (page 5-3) to enter transactions for the first pay period.

2. Print the Time Ticket Journal (page 5-19) and the Miscellaneous Deductions Journal (page 5-21) to verify that you entered the transactions correctly.

3. If you find an error in the journals, delete the incorrect transaction and enter the correct one. Repeat steps 2 and 3 until the Time Ticket Journal and Miscellaneous Deductions Journal are correct.

4. Back up your data files.

5. Post the transactions (see “Post Transactions” on page 5-25).

6. Use the **Calculate Checks** function (see page 6-3) to process the transactions and calculate checks.

7. Print the Edit Register (see page 6-21) to verify that the checks were calculated correctly.

8. If you find an incorrect entry in the Edit Register, use the **Payroll Transactions** function (page 5-3) to enter a reversing and a correct transaction. Post the correcting transactions, calculate checks again, and reprint the Edit Register to verify the corrections. Repeat this step until the Edit Register is correct.

9. If you do not need check numbers in the history, skip to step 11. If you want complete check history, print the checks on paper or save them in a file. (If you use the **Void Checks** function after the checks are posted to history, you must print checks to assign check numbers. Because you will void these checks immediately, use plain paper or send the output to a file.)

10. Print the reports on the **Payday Work** menu as an audit trail.

11. Back up your data files.

12. Post the checks (see page 6-57).

13. If the pay period falls on a quarter-end date, skip to step 14. If it does not, go back to step 1 and begin entering transactions for the next pay period.

14. After you post checks for the last pay period in a quarter, follow these steps:

    - Print the Department Report (see page 9-5).
    - Back up your data files.
    - Post expenses to General Ledger (see page 9-7).
    - Print the quarterly tax, withholding, and unemployment reports necessary for the states where you do business.
    - Use the **Periodic Maintenance** function (see page 9-49) to prepare your files for the next quarter.

15. Return to step 1 and begin entering payroll transactions for the next quarter. Repeat the above steps until you are up to the current pay period.

Entering Manual Checks

If you need to enter manual checks, use steps 1-3 below instead of the steps for entering payroll transactions above.

Follow these steps to enter your initial balances based on manual checks:

1. Enter manual checks for the first pay period (see page 6-9). Enter a check number for each entry.
2. Print the Edit Register (see page 6-21), and verify that you entered the checks correctly.
3. If you find an error in the Edit Register, use the **Manual Checks** function again to change or delete the incorrect check. Repeat steps 1 and 2 until everything is correct.
4. If you have not assigned check numbers, use the **Print Checks** function (see page 6-29) to assign check numbers. When the check numbers for all the checks have been entered, post the checks (see page 6-57).

   If you use the **Void Checks** function (page 6-37) after the checks are posted to history, you must print checks to assign check numbers.

Recurring Time Tickets and Recurring Deductions

Instead of entering the same time tickets and nonscheduled deductions repeatedly, you can set up and copy recurring time tickets and recurring deductions. After you have set them up, print the Recurring Time Ticket List and the Recurring Deductions List to verify that you have set these up correctly.

Access Codes

To safeguard your system, prevent access by unauthorized people. Use the Resource Manager **Access Codes** function to set up access codes on your system. You can set up access codes for the Payroll system itself, for menus in the system, and for individual functions. To control users' access to menus and functions, you can set up an access code for each user or group of users that performs the same functions.

A Code for Each Company

Access codes are company-specific. When you set up an access code for a user, the code is assigned the company you are in.

Because the codes are company-specific, you must set up a code for each company a user needs to access. You can use the same code for each company so that the user does not need to remember different codes. For example, you can set up the access code **CHARM** for companies A01, B01, and C01 so that a user can use the same code for each company.

What Should Be Protected

Because of the sensitive nature of some of the information in the Payroll data files and reports, you should limit access to the functions that provide confidential information or are sensitive to change. For maximum security, protect the Payroll application itself, each of the Payroll menus, and the individual functions.

In particular, restrict access to the **Calculate Checks** and **Print Checks** functions. Assign different access codes to each function on the **Employee Inquiry** menu, restricting access to sensitive information such as salary information, while leaving general information accessible.

After you have set up your access codes, print a list of the codes and store it in a safe place.

For more information about access codes, see the *Resource Manager User's Manual.*

Backup Schedule

Plan a backup schedule before you begin day-to-day operations.

You can lose files because of disk drive problems, power surges and outages, and other unforeseen circumstances. Protect yourself against such an expensive crisis by planning and sticking to a backup schedule.

Backing up Data Files

Back up your Payroll data files whenever they change—every day or every pay period—and before you run these functions:

- **Post Transactions**
- **Post Checks**
- **Post Expense to GL**
- **Periodic Maintenance**
- **Close Last Year**

Use the **Backup** function on the Resource Manager **Data File Maintenance** menu to back up files.

Note

You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have been changed; if you do, your system may not work after you restore them. The **Backup** function backs up all the data files for a specified company in a data path at one time.

Backing up Programs

Once a month or so, back up your programs. Even though these files do not change, diskettes can be damaged or deteriorate, so it pays to have a fresh copy in storage in case you need it.

Backup Media

Keep more than one set of backups in case one set is bad or damaged. Rotate the sets of backup media, keeping one set off-site.

Setting Up Direct Deposit

If the Direct Deposit application is installed, you need to perform the tasks described in this section to set up the system for direct deposit in addition to those detailed previously.

Determining Options and Interfaces

To set up each company's options and interfaces, use the Resource Manager **Options and Interfaces** function (see the *Resource Manager User's Manual*). **DD** is the application ID.

Interfaces

Payroll with Direct Deposit has slightly different interfaces from Payroll, but you must set up the interfaces you want to use with Direct Deposit. You must have Payroll installed in order to use Direct Deposit.

Options

Your answers to the following questions determine how the system works and how information flows through it.

1. Toggle between **YES** or **NO** to indicate whether you want to interface Payroll/Direct Deposit with General Ledger, Job Cost, and Bank Reconciliation.

   The interface options work independently of each other. You can respond to them with any combination of **YES** and **NO** settings.

2. Toggle between **YES** or **NO** to indicate whether you want to save Payroll transaction history. You cannot produce the Transaction History Report unless you save transaction history.

3. Toggle between **YES** or **NO** to indicate whether you want to save check history. You cannot produce the Check History Register or the 941 Report unless you save check history.

4. Toggle between **YES** or **NO** to indicate whether you want to post voided checks to the **PACHxxx** (Checks) file. These checks are voided as a result of printing payroll checks, not as a result of using the **Void Checks** function.

5. Toggle between **YES** or **NO** to indicate whether you want to post voided checks to Bank Reconciliation. These checks have been voided as a result of printing payroll checks, not as a result of using the **Void Checks** function.

6. Toggle between **YES** or **NO** to indicate whether you want employees to accrue vacation and sick time automatically.

7. Toggle between **YES** or **NO** to indicate whether you want to use vacation and sick hours for accrual calculations.

8. Toggle between **FIRST** or **LAST** to indicate whether you want to print the first names of employees first on checks and in reports, or whether you want to print last names first.

9. Toggle between **YES** or **NO** to indicate whether you want to print the company name on checks.

10. Toggle between **PREPRINTED**, **BLANK**, or **LASER** to indicate whether you want to print checks on preprinted forms, blank check stubs, or laser forms. If you use preprinted checks, the stub is printed first; if you use blank check stubs, the check is printed first.

11. Toggle between **YES** or **NO** to indicate whether you want to print the company name on direct deposit vouchers.

12. Toggle between **BLANK**, **LASER FORM**, or **PREPRINTED** to indicate whether you want to print vouchers on blank paper or preprinted forms.

13. Toggle between **BLANK** or **PREPRINTED** to indicate whether you want to use preprinted vouchers with blank stubs or preprinted stubs. If you use preprinted stubs, the stub is printed first; if you use blank stubs, the voucher is printed first. If you use laser vouchers, toggle to **BLANK**.

14. Toggle between **YES** or **NO** to indicate whether you want to use the time card calculator during entry of time tickets for hourly employees.

15. Toggle between **HOME** or **WORKED** to indicate whether you want to post employer-paid taxes and deductions to the employees' home department from the **PAEGxxx** (Employee General Information) file or the department(s) they worked in during the pay period.

Preparing Your Data

Follow these steps to prepare your data:

- Gather your bank information—routing codes, account numbers, and security codes for file transfers.

- Gather account information for your employees, such as account numbers and amounts/percentages to be allocated to various accounts.

Entering Your Data

When you set up Direct Deposit, gather and enter the information in the order below. As you complete the setup steps, use the **Master File Lists** functions to print the information you entered in each step; use the lists as references throughout the setup process.

1. Set up the Direct Deposit tables.

2. Set up employer bank information.

3. Enter direct deposit information for each employee who participates in direct deposit in the **Direct Deposit** function.

4. Create the prenotification file.

5. Send the prenotification file to your bank for approval. When you receive approval from the bank, use the **Create Prenotification File** function or the **Direct Deposit** function to mark direct deposit employees approved.

6. Set up access codes.

Direct Deposit Tables

Set up the **DDTB** file before you set up anything else. All companies use the **DDTB** file. You can set up company-specific tables in the **DDTB** file. See "Tables" on page 10-73 for table descriptions.

If you have already set up Payroll, and you do not want to set up all the tables again in Direct Deposit, use your operating system to make a copy of the **PATB** file in your data directory. Next, rename the copy to **DDTB**.

Employer Bank Information

Use the Employer Bank Information option in the **Payroll Information** function to enter the bank information necessary to process direct deposit transactions.

Direct Deposit

Use the **Direct Deposit** function on the **File Maintenance** menu to set up and maintain direct deposit transactions for employees. Have your bank routing codes and employee bank account numbers at hand for this step.

Prenotification File

Use the **Create Prenotification File** function on the **Periodic Processing** menu to set up a file to use as a trial run before you begin processing direct deposit transactions. Whenever an employee changes direct deposit information, you must process a new prenotification. You cannot produce a direct deposit voucher for an employee until a prenotification file has been sent to and received from your bank. Back up your data files before using this function.

Access Codes

To restrict access to data files, menus, and functions that provide confidential information or are sensitive to change, use the Resource Manager **Access Codes** function to set up access codes on your system.

Access codes are company-specific. When you set up an access code for a user, the code is assigned to the company you are in. After you set up your access codes, print a list of the codes and store it in a safe place.

Creating a Backup Schedule

Back up your Direct Deposit data files whenever they change and before you run these functions:

- **Create Direct Deposit File**
- **Post Checks**

Back up your programs once a month as insurance against media damage or deterioration.

Use the **Backup** function on the Resource Manager **Data File Maintenance** menu to back up files.

Note

You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have been changed; if you do, your system may not work after you restore them. The **Backup** function backs up all the data files for a specified company in a data path at one time.

Employee Inquiry 4

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Introduction

Use the functions on the **Employee Inquiry** menu to view employee information. You cannot use these functions to add or change information. If you want to add or change employee information, use the functions on the **File Maintenance** menu instead.

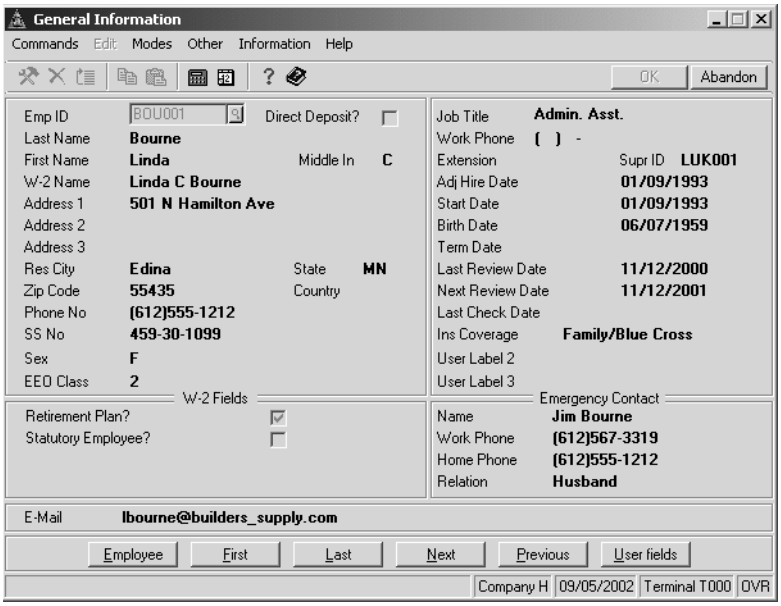
General Information

Use the **General Information** function to view general information about employees—name, address, phone number, and so on. The information comes from the **PAEGxxx** (Employee General Information) file and is entered in the **Employees** function (see page 10-3 for an explanation of the fields).

To add to or change this information, use the **Employees** function on the **File Maintenance** menu.

General Information Inquiry Screen

Select **General Information** from the **Employee Inquiry** menu. The inquiry screen appears.



Inquiry

1. Enter the ID of the employee whose information you want to view.

The **Direct Deposit?** flag appears only if Direct Deposit is installed to alert you that the employee participates in direct deposit.

2. Use the commands to find the information you need:

   - Press **E** to view a different employee record.
   - Press **N** to view the next employee record on file.
   - Press **P** to view the previous employee record on file.
   - Press **F** to view the first employee record on file.
   - Press **L** to view the last employee record on file.
   - Press **U** to view the employee's user-defined fields.

3. Press **Shift+F2** or use the **Information** menu to access any comments that have been made about the employee or to view any documents that have been attached to the employee record. See "Employee Comments Screen" on page 10-24 and "Documents Screen" on page 10-27 for more information.

Exiting from General Information Inquiry

When you are finished viewing information for an employee, press **E** to clear the screen and return to the **Emp ID** field.

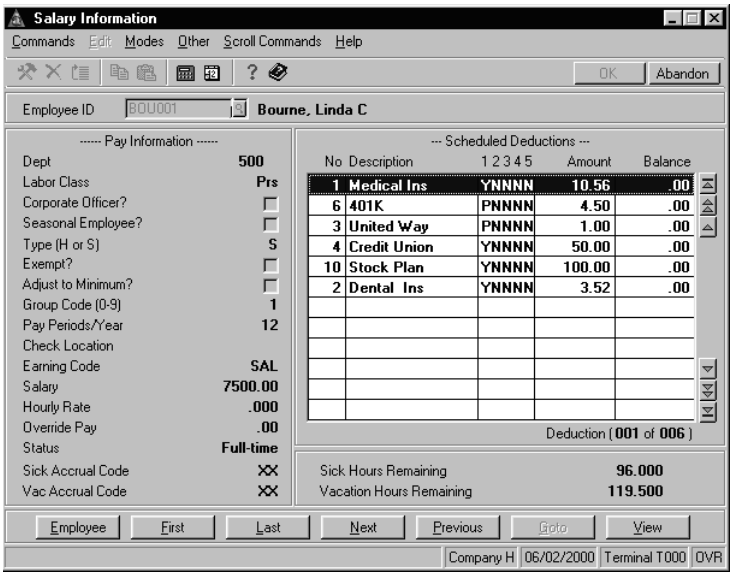
Enter a different employee ID or use the **Exit** (**F7**) command to return to the Employee Inquiry menu.

Salary Information

Use the **Salary Information** function to view employee salary information—pay rate, scheduled deductions, remaining vacation hours, and so on. Use the **Employees** function on the **File Maintenance** menu to add or edit information.

Salary Information Inquiry Screen

Select **Salary Information** from the **Employee Inquiry** menu. The Salary Information screen appears.



Inquiry

1. Enter the ID of the employee whose salary information you want to view.
2. Use the commands to find the information you need.
   - Press **E** to view a different employee record.
   - Press **F** to view the first employee record on file.

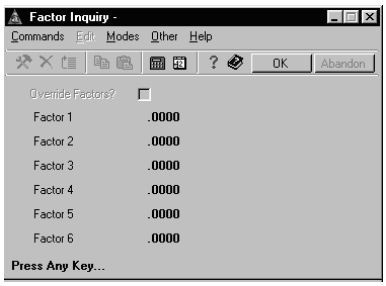
- Press **L** to view the last employee record on file.
- Press **N** to view the next employee record on file.
- Press **P** to view the previous employee record on file.
- Press **G** to view a specific scheduled deduction, then enter the deduction code or use the **Inquiry** (**F2**) command to select it. This command appears only if there is more than one screen of deductions.
- Press **V** to view factor information for a scheduled deduction. The Factor Inquiry screen appears.

3. Use the commands on the **Information** menu (press **Shift+F2** in text mode) to view any employee comments or documents.

4. When you finish viewing information, press **E** to clear the screen and return to the **Employee ID** field, or use the **Exit** (**F7**) command to return to the Employee Inquiry menu.

Factor Inquiry Screen

The Factor Inquiry screen appears when you press **V** or click **View** to view information for a scheduled deduction.



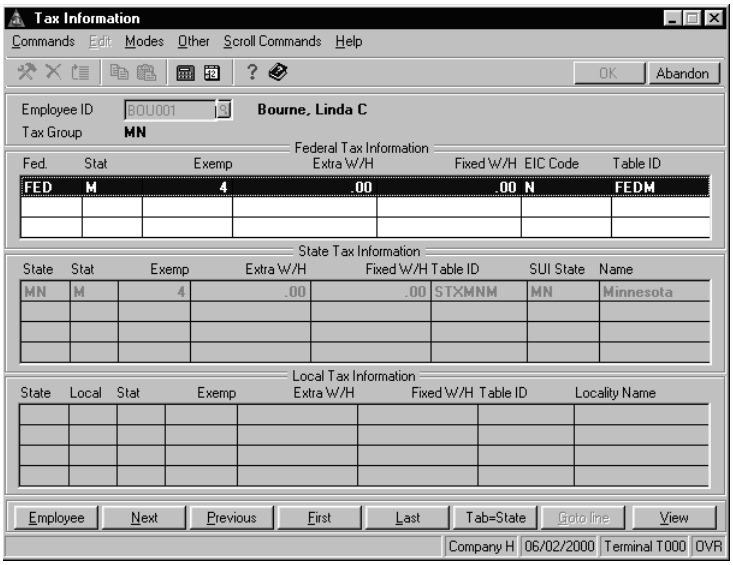
The information listed is pulled from the **PADExxx** (Employee Deductions) and **PAEGxxx** (Employee General Information) files and is entered in the **Employees** function (see page 10-3 for an explanation of the fields). Press any key to return to the **Salary Information** screen.

Tax Information

Use the **Tax Information** function to view employees' federal, state, and local payroll tax information. To add to or change this information, use the **Employees** function on the **File Maintenance** menu.

Tax Information Inquiry Screen

Select **Tax Information** from the **Employee Inquiry** menu. The Tax Information screen appears.


Tax Information
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Employee ID 80U001
Bourne, Linda C
Tax Group MN
Federal Tax Information
Fed. Stat Exemp Extra W/H Fixed W/H EIC Code Table ID
FED M 4 .00 .00 N FEDM
State Tax Information
State Stat Exemp Extra W/H Fixed W/H Table ID SUI State Name
MN M 4 .00 .00 STXMNM MN Minnesota
Local Tax Information
State Local Stat Exemp Extra W/H Fixed W/H Table ID Locality Name
Employee Next Previous First Last Tab=State Goto line View
Company H 06/02/2000 Terminal T000 OVR

The information listed is pulled from the **PAEGxxx** (Employee General Information), **PAESxxx** (Employee Federal/State/Local Withholdings), **PAEXxxx** (Employee Exclusion), and **PAWIxxx** (Withholdings) files and is entered in the **Employees** function (see page 10-3 for more information).

Inquiry

1. Enter the ID of the employee whose tax information you want to view.

2. Use the commands to find the information you need:

   - Press **E** to view a different employee record.
   - Press **N** to view the next employee record on file.
   - Press **P** to view the previous employee record on file.
   - Press **F** to view the first employee record on file.
   - Press **L** to view the last employee record on file.
   - Press **G** to view a particular employee tax, then enter the line number or use the **Inquiry** (**F2**) command to select a line. This command appears only when there is more than one page of records.
   - Press **V** to view withholding exclusion information for a particular employee. The Employee Withholding Exclusions screen appears.

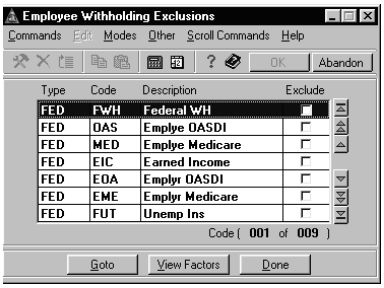
3. Press **Tab** to switch between the federal, state, and local sections of the screen.

4. Use the commands on the **Information** menu (press **Shift+F2** in text mode) to view any employee comments or documents. See “Employee Comments Screen” on page 10-24 and “Documents Screen” on page 10-27 for more information.

5. When you finish viewing the tax information for an employee, press **E** to clear the screen and return to the **Employee ID** field, or use the **Exit** (**F7**) command to return to the **Employee Inquiry** menu.

Employee Withholding Exclusion Screen

The Employee Withholding Exclusions screen appears when you press **V** or click **View** to view withholding exclusion information for a specific employee..


Employee Withholding Exclusions
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Type Code Description Exclude
FED FWH Federal WH
FED OAS Emplye OASDI
FED MED Emplye Medicare
FED EIC Earned Income
FED EOA Emplyr OASDI
FED EME Emplyr Medicare
FED FUT Unemp Ins
Code (001 of 009)
Goto View Factors Done

Use the commands on the command bar to find the information you need:

- Press **G** to view a particular type of withholding, then enter the code or entry number or use the **Inquiry** (**F2**) command to select a type.
- Press **V** to view factors. The Factor Inquiry screen appears. See “Factor Inquiry Screen” on page 4-6 for more information.
- Press **D** to return to the Tax Information screen.

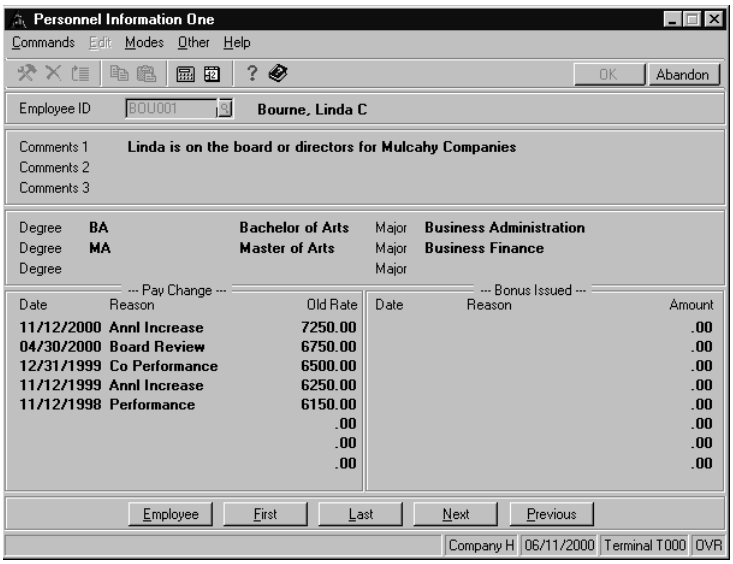
Personnel Information One/Two

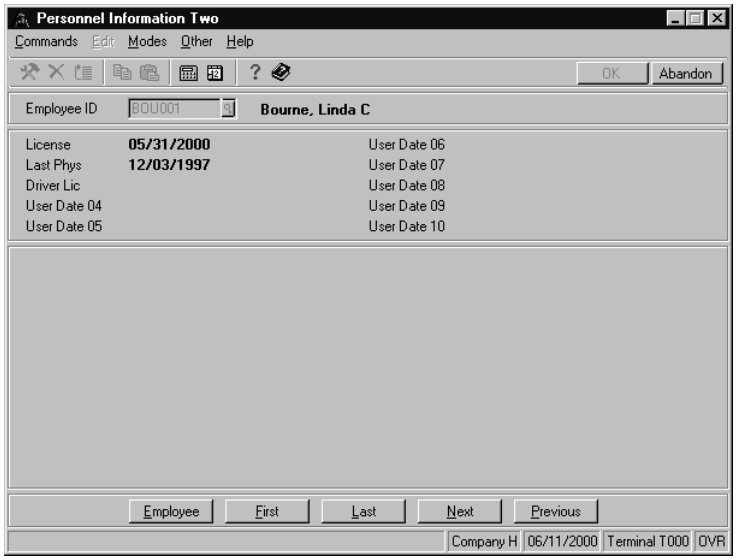
Use the **Personnel Information** function to view miscellaneous personnel information set up for employees. The Personnel Information One screen provides miscellaneous comments, degrees, pay change, and bonus information. The Personnel Information Two screen is user-defined; the field names are provided by the **USRDDxxx** table. The information that appears on both screens comes from the **PAEPxxx** (Employee Personnel) file and is entered in the **Employees** function (see page 10-3 for an explanation of the fields).

To add or change this information, use the **Employees** function on the **File Maintenance** menu.

Personnel Information Inquiry Screens

Select **Personnel Information One** or **Personnel Information Two** from the Employee Inquiry menu. The appropriate inquiry screen appears.





The commands and instructions for the two screens are identical:

Inquiry

1. Enter the ID of the employee whose personnel information you want to see.

2. Use the commands to find the information you need:

   - Press **E** to view a different employee record.
   - Press **F** to view the first employee record on file.
   - Press **L** to view the last employee record on file.
   - Press **N** to view the next employee record on file.
   - Press **P** to view the previous employee record on file.

3. Use the commands on the **Information** menu (press **Shift+F2** in text mode) to view any employee comments or documents. See “Employee Comments Screen” on page 10-24 and “Documents Screen” on page 10-27 for more information.

4. When you finish viewing the information, press **E** to clear the screen and return to the **Employee ID** field, or use the **Exit** (**F7**) command to return to the Employee Inquiry menu.

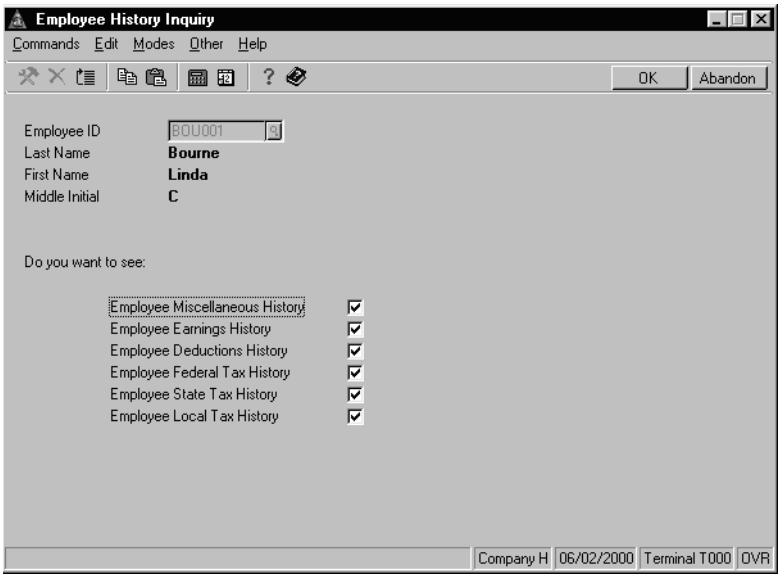
Employee History

Use the **Employee History** function to view employee payroll history—hours, pay, deductions, and so on—for each quarter and for the year. Information comes from the **PAEGxxx** (Employee General Information), **PAEDxxx** (Employee Deduction History), **PAEExxx** (Employee Earnings History), **PAEMxxx** (Employee Miscellaneous History), and **PAEWxxx** (Employee Withholding History) files.

To add to or change this information, use the **Employee History** function on the **File Maintenance** menu (see page 10-29).

Employee History Inquiry Selection Screen

Select **Employee History** from the **Employee Inquiry** menu. The Employee History Inquiry selection screen appears.



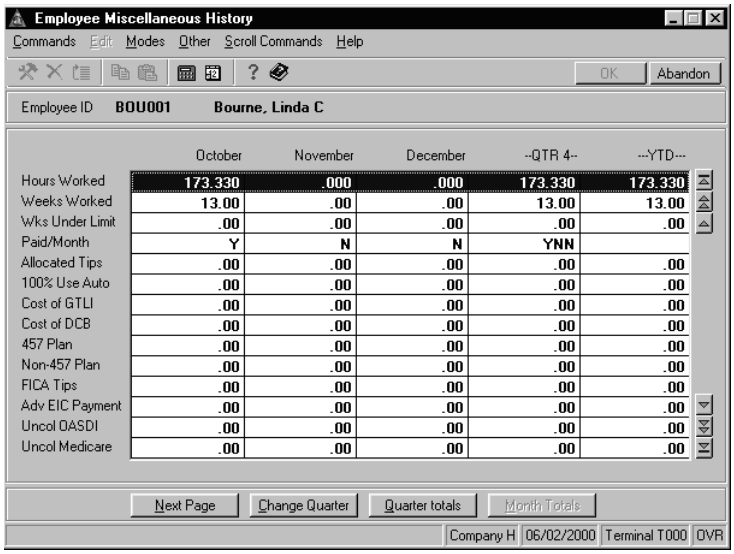
Inquiry

Enter the employee ID for whom you want to view information, then select the check box (or enter **Y** in text mode) next to each type of history you want to view. Clear a check box (or enter **N** in text mode) if you do not want to view that type of employee history. After you've selected the information to view, use the **Proceed** (**OK**) command to open the screen for the first history type selected.

Use the commands on the **Information** menu (press **Shift+F2** in text mode) when available to view any employee comments or documents. See "Employee Comments Screen" on page 10-24 and "Documents Screen" on page 10-27 for more information.

Employee Miscellaneous History Inquiry Screen

This screen appears when you select **Employee Miscellaneous History** on the selection screen.

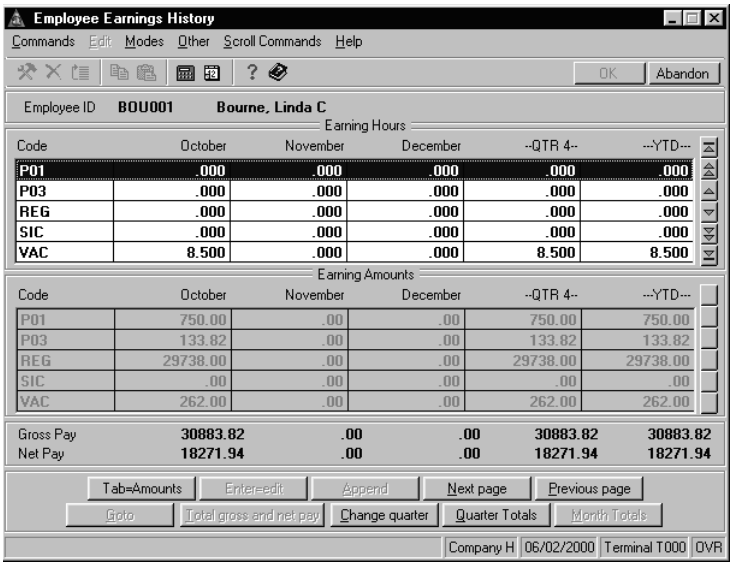

Employee Miscellaneous History
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Employee ID BOU001 Bourne, Linda C
October November December --QTR 4-- ---YTD---
Hours Worked 173.330 .000 .000 173.330 173.330
Weeks Worked 13.00 .00 .00 13.00 13.00
Wks Under Limit .00 .00 .00 .00 .00
Paid/Month Y N N YNN
Allocated Tips .00 .00 .00 .00 .00
100% Use Auto .00 .00 .00 .00 .00
Cost of GTLI .00 .00 .00 .00 .00
Cost of DCB .00 .00 .00 .00 .00
457 Plan .00 .00 .00 .00 .00
Non-457 Plan .00 .00 .00 .00 .00
FICA Tips .00 .00 .00 .00 .00
Adv EIC Payment .00 .00 .00 .00 .00
Uncol OASDI .00 .00 .00 .00 .00
Uncol Medicare .00 .00 .00 .00 .00
Next Page
Change Quarter
Quarter totals
Month Totals
Company H
06/02/2000
Terminal T000
OVR

See page 10-3 for an explanation of the commands and fields.

When you finish viewing the screen, press **N** to view the next screen you selected. If you did not select another screen, the Employee History Inquiry selection screen appears; enter another employee for which to view history or use the **Exit** (**F7**) command to return to the **Employee Inquiry** menu.

Employee Earnings History Inquiry Screen

This screen appears when you select **Employee Earnings History** on the selection screen.

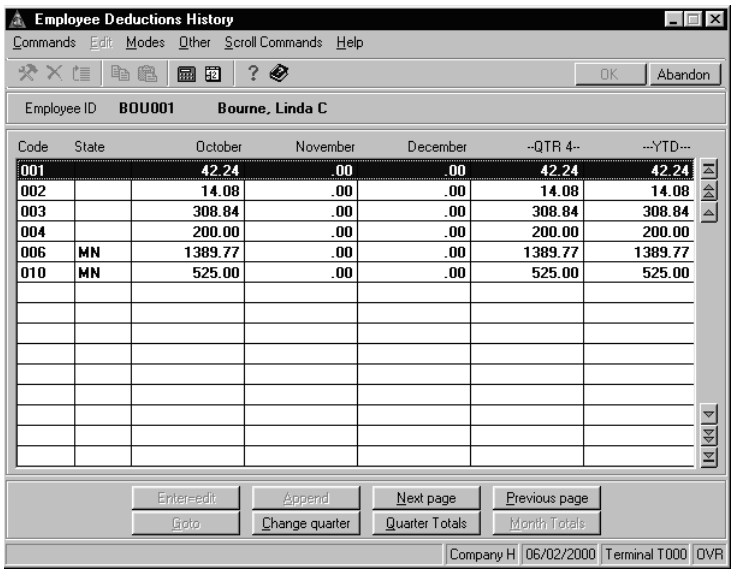

Employee Earnings History
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Employee ID BOU001 Bourne, Linda C
Earning Hours
Code October November December --QTR 4-- ---YTD---
P01 .000 .000 .000 .000 .000
P03 .000 .000 .000 .000 .000
REG .000 .000 .000 .000 .000
SIC .000 .000 .000 .000 .000
VAC 8.500 .000 .000 8.500 8.500
Earning Amounts
Code October November December --QTR 4-- ---YTD---
P01 750.00 .00 .00 750.00 750.00
P03 133.82 .00 .00 133.82 133.82
REG 29738.00 .00 .00 29738.00 29738.00
SIC .00 .00 .00 .00 .00
VAC 262.00 .00 .00 262.00 262.00
Gross Pay 30883.82 .00 .00 30883.82 30883.82
Net Pay 18271.94 .00 .00 18271.94 18271.94
Tab=Amounts Enter=edit Append Next page Previous page
Goto Total gross and net pay Change quarter Quarter Totals Month Totals
Company H 06/02/2000 Terminal T000 OVR

See page 10-3 for an explanation of the commands and fields.

When you finish viewing the screen, press **N** to view the next screen you selected. If you did not select another screen, the Employee History Inquiry selection screen appears; enter another employee for which to view history or use the **Exit** (**F7**) command to exit to the **Employee Inquiry** menu.

Employee Deductions History Inquiry Screen

This screen appears when you select **Employee Deductions History** on the selection screen.

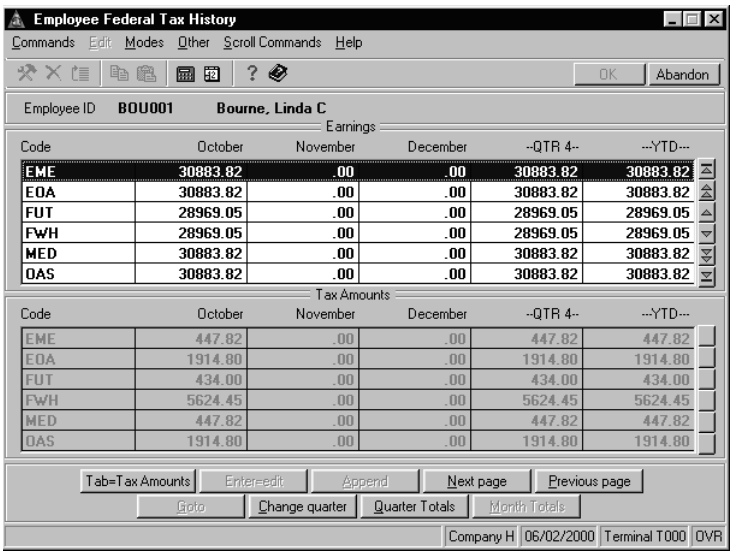

Employee Deductions History
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Employee ID BOU001 Bourne, Linda C
Code State October November December --QTR 4-- --YTD--
001 42.24 .00 .00 42.24 42.24
002 14.08 .00 .00 14.08 14.08
003 308.84 .00 .00 308.84 308.84
004 200.00 .00 .00 200.00 200.00
006 MN 1389.77 .00 .00 1389.77 1389.77
010 MN 525.00 .00 .00 525.00 525.00
Enter-edit Append Next page Previous page
Goto Change quarter Quarter Totals Month Totals
Company H 06/02/2000 Terminal T000 OVR

See page 10-3 for an explanation of the commands and fields.

When you finish viewing the screen, press **N** to view the next screen you selected. If you did not select another screen, the Employee History Inquiry selection screen appears; enter another employee for which to view history or use the **Exit** (**F7**) command to return to the **Employee Inquiry** menu.

Employee Federal Tax History Inquiry Screen

This screen appears when you select **Employee Federal History** on the selection screen.

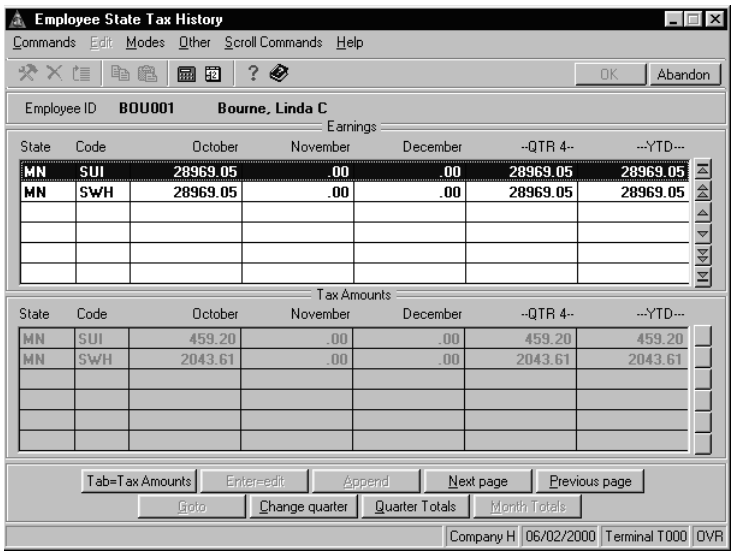

Employee Federal Tax History
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Employee ID BOU001 Bourne, Linda C
Earnings
Code October November December --QTR 4-- ---YTD---
EME 30883.82 .00 .00 30883.82 30883.82
EOA 30883.82 .00 .00 30883.82 30883.82
FUT 28969.05 .00 .00 28969.05 28969.05
FWH 28969.05 .00 .00 28969.05 28969.05
MED 30883.82 .00 .00 30883.82 30883.82
OAS 30883.82 .00 .00 30883.82 30883.82
Tax Amounts
Code October November December --QTR 4-- ---YTD---
EME 447.82 .00 .00 447.82 447.82
EOA 1914.80 .00 .00 1914.80 1914.80
FUT 434.00 .00 .00 434.00 434.00
FWH 5624.45 .00 .00 5624.45 5624.45
MED 447.82 .00 .00 447.82 447.82
OAS 1914.80 .00 .00 1914.80 1914.80
Tab=Tax Amounts Enter=edit Append Next page Previous page
Goto Change quarter Quarter Totals Month Totals
Company H 06/02/2000 Terminal T000 OVR

See page 10-3 for an explanation of the commands and fields.

When you finish viewing the screen, press **N** to view the next screen you selected. If you did not select another screen, the Employee History Inquiry selection screen appears; enter another employee for which to view history or use the **Exit** (**F7**) command to return to the **Employee Inquiry** menu.

Employee State Tax History Inquiry Screen

This screen appears when you select **Employee State History** on the selection screen.

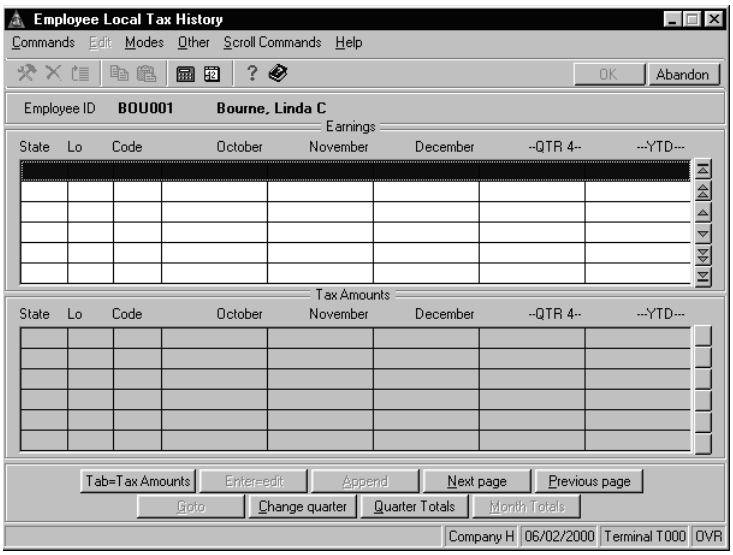

Employee State Tax History
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Employee ID BOU001 Bourne, Linda C
Earnings
State Code October November December --QTR 4-- ---YTD---
MN SUI 28969.05 .00 .00 28969.05 28969.05
MN SWH 28969.05 .00 .00 28969.05 28969.05
Tax Amounts
State Code October November December --QTR 4-- ---YTD---
MN SUI 459.20 .00 .00 459.20 459.20
MN SWH 2043.61 .00 .00 2043.61 2043.61
Tab=Tax Amounts Enter=edit Append Next page Previous page
Goto Change quarter Quarter Totals Month Totals
Company H 06/02/2000 Terminal T000 OVR

See page 10-3 for an explanation of the commands and fields.

When you finish viewing the screen, press **N** to view the next screen you selected. If you did not select another screen, the Employee History Inquiry selection screen appears; enter another employee for which to view history or use the **Exit** (**F7**) command to return to the **Employee Inquiry** menu.

Employee Local Tax History Inquiry Screen

This screen appears when you select **Employee Local History** on the selection screen.


Employee Local Tax History
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Employee ID BOU001 Bourne, Linda C
Earnings
State Lo Code October November December --QTR 4-- ---YTD---
Tax Amounts
State Lo Code October November December --QTR 4-- ---YTD---
Tab=Tax Amounts Enter=edit Append Next page Previous page
Goto Change quarter Quarter Totals Month Totals
Company H 06/02/2000 Terminal T000 OVR

See page 10-3 for an explanation of the commands and fields.

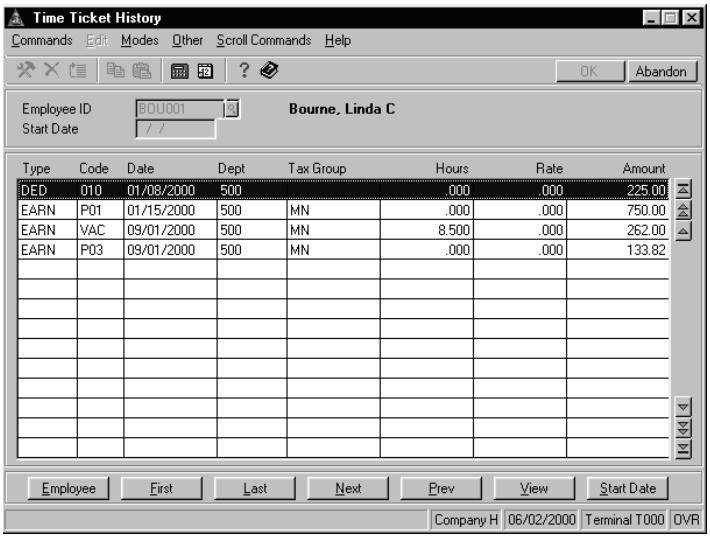
When you finish viewing the screen, press **N** to go to the Employee History Inquiry selection screen. Enter another employee for which to view history or use the **Exit** (**F7**) command to return to the **Employee Inquiry** menu.

Time Ticket History

Use the **Time Ticket History** function to view an employee's time ticket history for each quarter and for the year.

Time Ticket History Screen

Select **Time Ticket History** from the **Employee Inquiry** menu. The Time Ticket History screen appears.


Time Ticket History
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Employee ID BOU001
Start Date / /
Bourne, Linda C
Type Code Date Dept Tax Group Hours Rate Amount
DED 010 01/08/2000 500 .000 .000 225.00
EARN P01 01/15/2000 500 MN .000 .000 750.00
EARN VAC 09/01/2000 500 MN 8.500 .000 262.00
EARN P03 09/01/2000 500 MN .000 .000 133.82
Employee First Last Next Prev View Start Date
Company H 06/02/2000 Terminal T000 OVR

Inquiry

1. Enter the employee ID whose time ticket information you want to view.
2. Enter the start date for the time period you want to work with.
3. Use the commands to find the information you need:
   - Press **E** to view a different employee record.
   - Press **F** to view the first employee record on file.

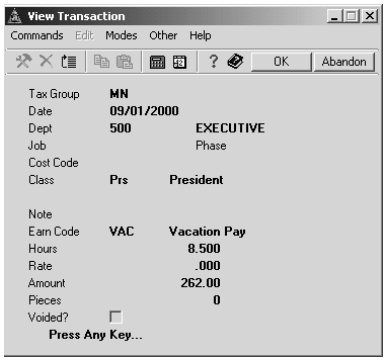
- Press **L** to view the last employee record on file.
- Press **N** to view the next employee record on file.
- Press **P** to view the previous employee record on file.
- Press **V** to view time ticket details for the selected entry. The View Transaction screen appears.
- Press **S** to change the start date.

4. Use the commands on the **Information** menu (press **Shift+F2** in text mode) to view any employee comments or documents. See “Employee Comments Screen” on page 10-24 and “Documents Screen” on page 10-27 for more information.

5. When you finish viewing the information, press **E** to clear the screen and return to the **Employee ID** field or use the **Exit** (**F7**) command to return to the **Employee Inquiry** menu.

View Transaction Screen

The View Transaction screen appears when you select a transactions and press **V** (or click **View**). The screen lists detailed tax, employee, and amount information about the selected transaction.

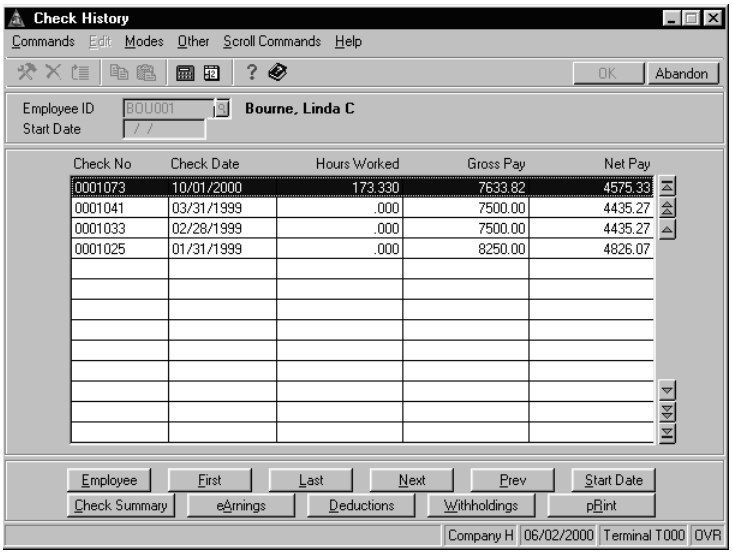


Check History

Use the **Check History** function to view an employee's check history for each quarter and for the year.

Check History Screen

Select **Check History** from the **Employee Inquiry** menu. The Check History screen appears.


Check History
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Employee ID BOU001
Bourne, Linda C
Start Date
Check No Check Date Hours Worked Gross Pay Net Pay
0001073 10/01/2000 173.330 7633.82 4575.33
0001041 03/31/1999 .000 7500.00 4435.27
0001033 02/28/1999 .000 7500.00 4435.27
0001025 01/31/1999 .000 8250.00 4826.07
Employee First Last Next Prev Start Date
Check Summary eArnings Deductions Withholdings pRint
Company H 06/02/2000 Terminal T000 OVR

Inquiry

1. Enter the employee ID whose time ticket information you want to view.

2. Enter the start date for the time period you want to view. Leave this field blank to view all check history.

3. Use the commands to find the information you need:

   - Press **E** to view a different employee record.

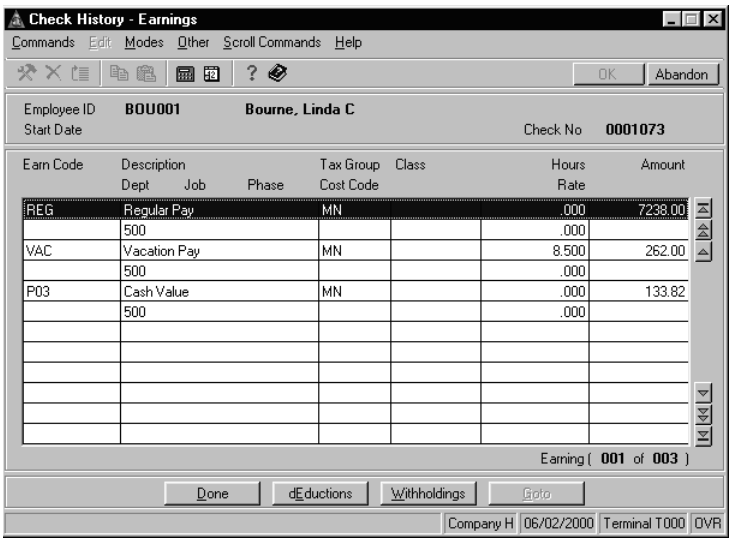
- Press **F** to view the first employee record on file.
- Press **L** to view the last employee record on file.
- Press **N** to view the next employee record on file.
- Press **P** to view the previous employee record on file.
- Press **S** to change the start date.
- Press **C** to view summary information about the selected check. The Check Summary screen appears.
- Press **A** to view summary earnings information about the selected check. The Check History Earnings screen appears.
- Press **D** to view deductions from the selected check. The Check History Deductions screen appears.
- Press **W** to view withholdings from the selected check. The Check History Withholdings screen appears.
- Press **R** to print the entry screen, then select the output device.

4. Use the commands on the **Information** menu (press **Shift+F2** in text mode) to view any employee comments or documents. See “Employee Comments Screen” on page 10-24 and “Documents Screen” on page 10-27 for more information.

5. When you finish viewing information, press **E** to clear the screen and return to the **Employee ID** field. Enter a new employee ID for which to view information or use the **Exit** (**F7**) command to return to the **Employee Inquiry** menu.

Check History Earnings Screen

The Check History Earnings screen appears when you use the appropriate command on the Check History Inquiry, Check History Deductions, or Check History Withholdings screen to view earning information for the selected entry.


Check History - Earnings
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Employee ID BOU001 Bourne, Linda C
Start Date
Check No 0001073
Earn Code Description Dept Job Phase Tax Group Cost Code Class Hours Rate Amount
REG Regular Pay MN .000 7238.00
500 .000
VAC Vacation Pay MN 8.500 262.00
500 .000
P03 Cash Value MN .000 133.82
500 .000
Earning (001 of 003)
Done dEductions Withholdings Goto
Company H 06/02/2000 Terminal T000 OVR

Field Descriptions

Field	Description
Earn Code	The employee's earning code appears.
Description/Dept/ Job/Phase	The earning code description, job, and phase IDs appear.
Tax Group/Cost Code	The tax group and job cost code appear.
Hours/Rate	The amount of hours and the rate of pay for the earning code appears.
Amount	The amount earned for each earning code appears.

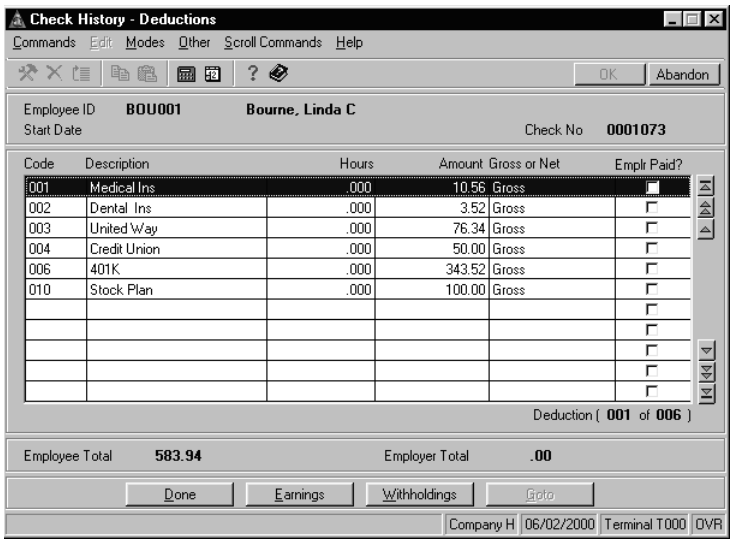
Commands

Use the commands on the Check History Earnings screen to perform the function you want and to find the information you need:

- Press **D** to return to the Check History Inquiry screen.
- Press **E** to view deductions for the selected entry. The Check History Deductions screen appears.
- Press **W** to view withholdings for the selected entry. The Check History Withholdings screen appears.
- Press **G** to go to a specific earning code. This command is available only when there is more than one page of earning codes.

Check History Deductions Screen

The Check History Deductions screen appears when you use the appropriate command on the Check History Inquiry, Check History Earnings, or Check History Withholdings screen to view deductions for a selected entry.


Check History - Deductions
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Employee ID BOU001 Bourne, Linda C
Start Date
Check No 0001073
Code Description Hours Amount Gross or Net Empl Paid?
001 Medical Ins .000 10.56 Gross
002 Dental Ins .000 3.52 Gross
003 United Way .000 76.34 Gross
004 Credit Union .000 50.00 Gross
006 401K .000 343.52 Gross
010 Stock Plan .000 100.00 Gross
Deduction (001 of 006)
Employee Total 583.94
Employer Total .00
Done Earnings Withholdings Goto
Company H 06/02/2000 Terminal T000 OVR

Field Descriptions

Field	Description
Code	The code for the deduction type appears (see page 11-17 for more information on setting up on deductions).
Description	The description for the deduction code appears.
Hours	If the employee has elected to deduct pay by hours worked, the amount of hours appears.
Amount	The amount of money for the deductions appears
Gross or Net	Lists whether the amount is deducted before taxes (gross) or after taxes (net).
Emplr Paid?	If the box is selected, the deduction is paid by the employer, for example, a 401k matching amount.

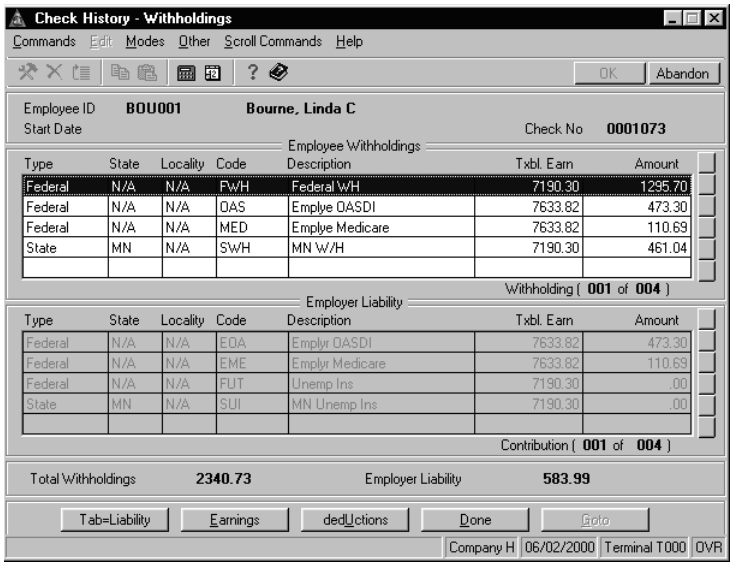
Commands

Use the commands on the Check History Deductions screen to perform the function you want and to find the information you need:

- Press **D** to return to the Check History Inquiry screen.
- Press **E** to view earnings for the selected entry. The Check History Earnings screen appears.
- Press **W** to view withholdings for the selected entry. The Check History Withholdings screen appears.
- Press **G** to go to a specific earning code. This command is available only when there is more than one page of earning codes.

Check History Withholdings Screen

The Check History Withholdings screen appears when you use the appropriate command on the Check History Inquiry, Check History Earnings, or Check History Deductions screen to view withholdings for a selected entry.


Check History - Withholdings
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Employee ID BOU001 Bourne, Linda C
Start Date
Check No 0001073
Employee Withholdings
Type State Locality Code Description Txbl. Earn Amount
Federal N/A N/A FWH Federal WH 7190.30 1295.70
Federal N/A N/A OAS Emplye OASDI 7633.82 473.30
Federal N/A N/A MED Emplye Medicare 7633.82 110.69
State MN N/A SWH MN W/H 7190.30 461.04
Withholding (001 of 004)
Employer Liability
Type State Locality Code Description Txbl. Earn Amount
Federal N/A N/A EOA Emplyr OASDI 7633.82 473.30
Federal N/A N/A EME Emplyr Medicare 7633.82 110.69
Federal N/A N/A FUT Unemp Ins 7190.30 .00
State MN N/A SUI MN Unemp Ins 7190.30 .00
Contribution (001 of 004)
Total Withholdings 2340.73 Employer Liability 583.99
Tab=Liability Earnings dedUctions Done Goto
Company H 06/02/2000 Terminal T000 OVR

The screen contains two sections: **Employee Withholdings** and **Employer Liability**. The **Employee Withholdings** section displays information for the amount of taxes for which the employee is liable. The **Employer Withholdings** section displays the taxes for which the employer is liable.

Field Descriptions

Field	Description
Type	Lists the tax withholding description.
State	The state in which the employee pays taxes appears.
Locality	If the employee is subject to locality taxes, that locality appears.
Code	The code for the withholding type appears.
Description	The description for the code appears.
Txbl Earn	The amount of income subject to the withholding type appears.
Amount	The calculated amount of tax appears.

Commands

Use the commands on the Check History Withholdings screen to perform the function you want and to find the information you need:

- Press **Tab** to switch between the **Employee Withholdings** and **Employer Liability** sections.
- Press **E** to view earnings for the selected entry. The Check History Earnings screen appears.
- Press **U** to view deductions for the selected entry. The Check History Deductions screen appears.
- Press **D** to return to the Check History Inquiry screen.
- Press **G** to go to specific withholdings code. This command is available only if there is more than one page of withholdings present.

Daily Work 5

Payroll Transactions	5-3
Time Ticket Journal	5-19
Miscellaneous Deductions Journal	5-21
Copy Recurring Entries	5-23
Post Transactions	5-25

Payroll Transactions

Use the **Payroll Transactions** function to enter, change, or delete the number of hours each employee worked; allocate labor dollars, hours and pieces to various departments, jobs, and phases for hourly and salaried employees; and enter miscellaneous earnings and deductions that appear on employee payroll checks. If Payroll interfaces with Job Cost, the **JOHIxxx** (Detail History), **JOBSxxx** (Jobs), and **JOCDxxx** (Cost Codes Detail) files are updated when you post.

You cannot use the **Payroll Transactions** function if you are working with last-year files.

How you use the **Payroll Transactions** function depends on whether employees are hourly or salaried and whether you enter a time ticket or make a miscellaneous payroll entry.

Hourly employees are paid according to the time ticket data you enter. Hour, dollar, and piece data are distributed to the department you specify and to the job and/or phase you specify if Payroll interfaces with Job Cost.

Salaried employees are paid according to the salary you entered in the **PAEGxxx** (Employee General Information) file, not according to the time you enter in the **Payroll Transactions** function; but you must use this function to enter payroll transactions for salaried employees for other types of pay (such as bonuses, overtime and double time), other deductions, and vacation and sick pay.

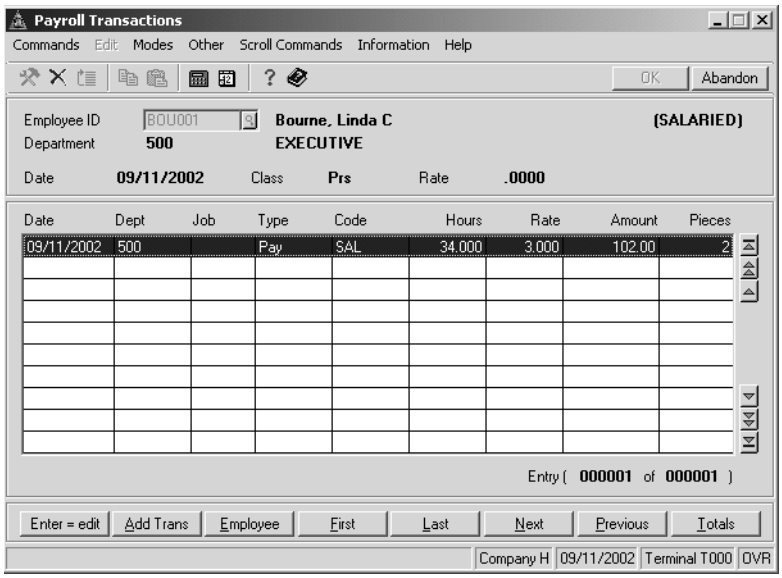
Salaries can be allocated to different departments by entering time tickets. The system keeps track of the employee's posted and unposted dollar amounts. You cannot exceed an employee's salary with time tickets if you elected to replace wages for salaried employees in the **Earning Types** function. If no time tickets are entered, all expenses go to the home department. If time tickets are entered, the earnings go to the specified department, and the employer withholdings and deductions go either to the home department or the department where the employee worked, based on the option you selected in the Resource Manager **Options and Interfaces** function. To determine hours for salaried employees, the system uses the information from the **FREQxxx** table.

To record other pay that employees have earned in addition to their regular pay (commission, tips, bonuses, and so on) and to record other deductions that are to be withheld from paychecks (items that are not regularly scheduled such as one-time contributions), make miscellaneous payroll entries. Define these deduction types through the **Deductions** function (see page 11-17).

To reverse incorrect time tickets and miscellaneous entries that have been posted, enter the time ticket with a negative number of hours or the miscellaneous entry with negative amounts. This procedure provides an audit trail of the change.

Payroll Transactions Screen

Select **Payroll Transactions** from the **Daily Work** menu. The Payroll Transactions screen appears.


Payroll Transactions
Commands Edit Modes Other Scroll Commands Information Help
OK Abandon
Employee ID BOU001 Bourne, Linda C (SALARIED)
Department 500 EXECUTIVE
Date 09/11/2002 Class Prs Rate .0000
Date Dept Job Type Code Hours Rate Amount Pieces
09/11/2002 500 Pay SAL 34.000 3.000 102.00 2
Entry (000001 of 000001)
Enter = edit Add Trans Employee First Last Next Previous Totals
Company H 09/11/2002 Terminal T000 OVR

Inquiry
Maint

1. Enter the employee ID for which you want to enter, change, or delete information. Data from the employee's record appears.

2. Use the commands to work with the information on the screen:

   - To edit the selected transaction, press **Enter**. See "Editing a Transaction" on page 5-5 for more information.
   - To add a transaction, press **A**. See "Adding a Transaction" on page 5-10 for more information.
   - To view a different employee record, press **E**.
   - To view the first employee record on file, press **F**.
   - To view the last employee record on file, press **L**.
   - To view the next employee record on file, press **N**.
   - To view the previous employee record on file, press **P**.

     The four commands above skip employees that have been terminated when locating the appropriate record to speed transaction entry. To view terminated employee information, select the appropriate employee ID.

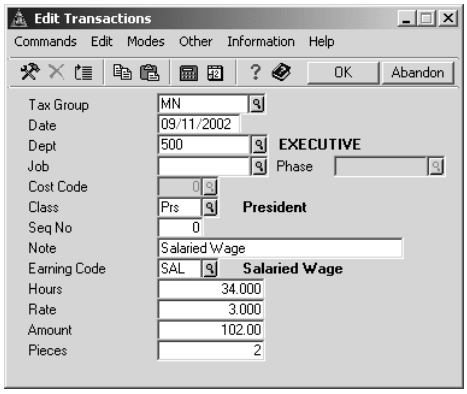
   - To view transaction totals for the employee, press **T**. See "Viewing Totals" on page 5-17 for more information.
   - To delete a line item, use the **Delete** (**F3**) command.

3. Press **Shift+F2** or use the **Information** menu to access employee comments or documents.

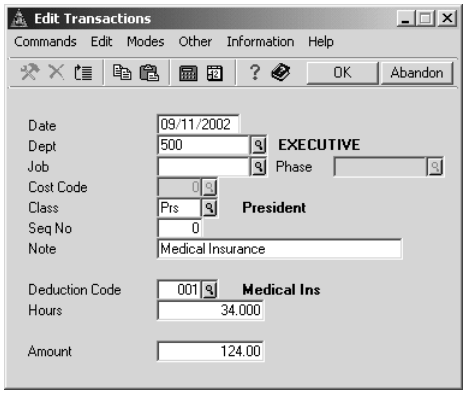
Editing a Transaction

When you press **Enter** at the line you want to edit on the Payroll Transactions screen, either the earnings or the deductions Edit Transactions screen appears. The deductions window differs slightly from the earnings window.

Edit Transactions Screen - Earnings



Edit Transactions Screen - Deductions



Field	Description
Tax Group	This field appears only if you are editing time ticket earning transactions. Use the **Maintenance** (**F6**) command to open the **Tax Groups** function to edit tax groups. Press **Enter** if you want to use the current tax group, or enter a different tax group.

Inquiry
Maint

	Field	Description
	Date	Press **Enter** to accept today's date for the transaction, or enter a different date.
Inquiry	**Dept**	The department ID determines the distribution of expenses in General Ledger. It also indicates where the hours, amount, and pieces are distributed for accumulation in the **PADPxxx** (Department) file. Salary expense for salaried employees is automatically distributed to the employees' departments. If you want to distribute expenses to different departments, you must enter payroll transactions for each employee to do so. Press **Enter** to accept the current department, or enter a different department ID.
Inquiry Maint	**Job**	Enter the job ID to which you want to charge the time and amount on the time ticket. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Payroll interfaces with Job Cost. The description appears at the bottom of the screen for verification. If Payroll interfaces with Job Cost and you want to charge the hours, amount, and pieces on a time ticket to a particular job or phase, enter the job ID and, if applicable, the phase ID (below). When you post transactions, the data updates the **JOHIxxx** (Job Detail History) file. If Payroll does not interface with Job Cost, you can enter job and phase information and then organize the Time Ticket Journal by job and/or phase for your records or produce the Transaction History Report for a record of job activity.

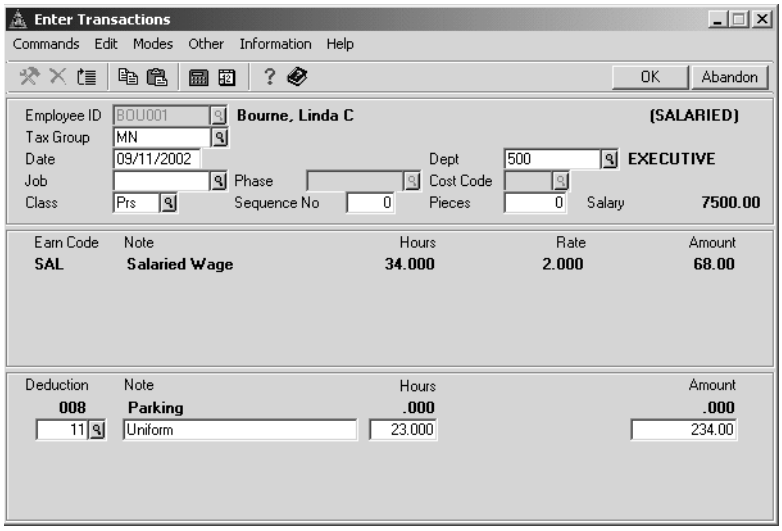
	Field	Description
Inquiry Maint	**Phase**	If you entered a Job ID for this entry, enter the phase ID to which you want to charge the time and amount, if any. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Payroll interfaces with Job Cost.
Inquiry Maint	**Cost Code**	If Payroll interfaces with Job Cost and you entered a job ID for this entry, enter the labor code for the job.
Inquiry Maint	**Class**	Press **Enter** to accept the employee's current labor class or enter a different class for the time ticket. Use the **Maintenance** (**F6**) command to edit labor classes.
	Sequence No	If you want to split earnings and override deductions for an employee receiving two paychecks, enter a sequence number. The sequence number you use prints in the Time Ticket Journal.
	Note	Enter a description of the time ticket or deduction entry.
Inquiry Maint	**Earn Code**	This field appears only if you are editing a time ticket earnings transaction. Press **Enter** to accept the employee's current earning code or enter a different earning code for the time ticket. Use the **Maintenance** (**F6**) command to edit earning codes.
Inquiry Maint	**Ded Code**	This field appears only if you are editing a deduction. If you want to override an employee's scheduled deduction or give a deduction the employee is not scheduled to receive, enter the code for the deduction. Use the **Maintenance** (**F6**) command to open the **Deductions** function to edit a deduction code.

Field	Description
Hours	If you are entering a time ticket, press **Enter** if the employee worked the current number of hours or enter a different number of hours. If you are entering a deduction transaction, enter the number of hours to use in calculating the deduction, if necessary.
Rate	Press **Enter** to accept the employee's current pay rate or enter a different pay rate for the time ticket. The rate will change depending on the earning code entered and the **Multiplier** and **Add to Base** fields for that earning code.
Amount	If you are entering a time ticket, the amount calculated for the time ticket appears. To change this figure, change the earning code, rate of pay, or number of hours worked. If you are entering a deduction transaction, enter the amount of the deduction.
Pieces	If the employee did piece work, the number of pieces he or she produced appears. Press **Enter** to accept it, or enter a different number. The Payroll system does not use piece information to calculate pay, but piece data can be distributed to and accumulated by department. In addition, if Payroll interfaces with Job Cost, you can post period-to-date, year-to-date, and job-to-date pieces to the **JOBSxxx** file.

Use the **Proceed** (**OK**) command to save the information. The Payroll Transactions screen appears.

Adding a Transaction

The Enter Transactions screen appears when you press **A** on the Payroll Transactions screen to add a transaction.


Enter Transactions
Commands Edit Modes Other Information Help
OK Abandon
Employee ID BOU001 Bourne, Linda C (SALARIED)
Tax Group MN
Date 09/11/2002 Dept 500 EXECUTIVE
Job Phase Cost Code
Class Prs Sequence No 0 Pieces 0 Salary 7500.00
Earn Code Note Hours Rate Amount
SAL Salaried Wage 34.000 2.000 68.00
Deduction Note Hours Amount
008 Parking .000 .000
11 Uniform 23.000 234.00

	Field	Description
Inquiry Maint	**Employee ID**	Press **Enter** to add a transaction for the current employee or enter a different employee ID. Use the **Maintenance** (**F6**) function to enter the **Employees** function to edit employee information.
Inquiry Maint	**Tax Group**	Press **Enter** to use the current tax group, or enter a different group if the employee is subject to tax in more than one group. Use the **Maintenance** (**F6**) command to enter the **Tax Group** function to edit tax groups.
	Date	Press **Enter** to use the current date or enter a different date.

	Field	Description
Inquiry	**Dept**	Press **Enter** to use the current department code or enter a different code. If you enter a department code that is different from the employee's default department, it used to update the employer tax information in the **PADPxxx** (Department) file, depending on which option you selected in the Resource Manager **Options and Interfaces** function.
Inquiry Maint	**Job**	Enter the job ID to which you want to charge the time and amount. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Payroll interfaces with Job Cost.
Inquiry Maint	**Phase**	If you entered a job ID for this entry, enter the phase ID to which you want to charge the time and amount, if any. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Payroll interfaces with Job Cost.
Inquiry Maint	**Cost Code**	If Payroll interfaces with Job Cost and you entered a job ID for this entry, enter the cost code for the job. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Payroll is interfaced with Job Cost.
Inquiry Maint	**Class**	Press **Enter** to accept the employee's current labor class or enter a different class for the time ticket. Use the **Maintenance** (**F6**) command to enter the **Labor Classes** function to edit labor classes.
	Sequence No	If you want to produce multiple checks for an employee, enter all the transactions for the first paycheck under sequence number **0**. Then enter the transactions for the second paycheck under sequence number **1**, and so on.

	Field	Description
	Pieces	If the employee did piecework, enter the number of pieces the employee produced. The Payroll system does not use this information to calculate pay, but piece data can be distributed to and accumulated by department. In addition, if Payroll interfaces with Job Cost, you can post pieces to the **JOBSxxx** file.
	Salary or Rate	If the employee is salaried, the employee's normal salary amount appears. If the employee is hourly, enter the hourly rate to apply to these transactions or press **Enter** to accept the current rate.
Inquiry Maint	**Earn Code**	Press **Enter** to accept the current earning code or enter an earning code for the time ticket. Use the **Maintenance** (**F6**) command to enter the **Earning Codes** function to edit earning codes. You can enter five line items for an employee on this screen; if you need to enter more items, use the **Proceed** (**OK**) command to save these transactions, return to the Payroll Transactions scroll region, and then reenter the Enter Transactions screen. If you elected to use the time card calculator (which is for hourly employees only) in the Resource Manager **Options and Interfaces** function, a message appears. If you elect to use the time card calculator, the Time Card Entry window appears (see "Time Card Entry" on page 5-15).
	Note	A description of the earning code appears. Press **Enter** to accept that description, or enter a different description.

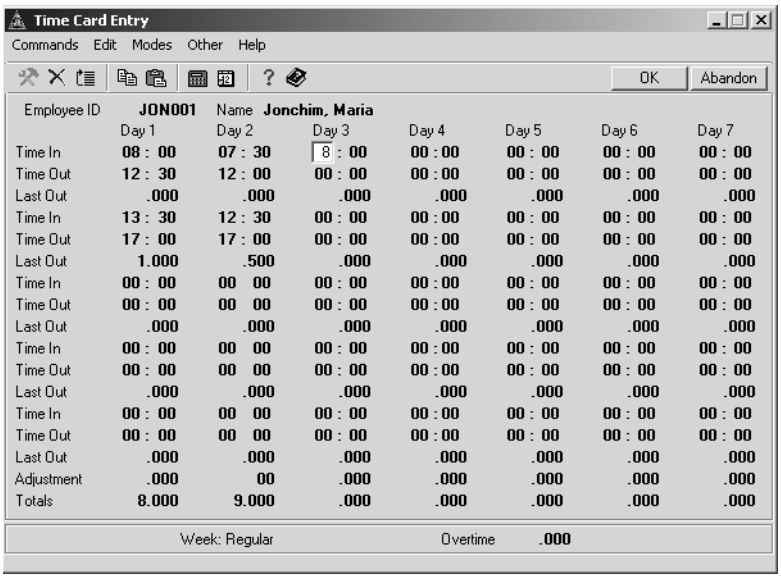
	Field	Description
	Hours	Enter the number of regular work hours recorded on the time ticket, or enter a negative number of hours to reverse a time ticket that has already been entered.
	Rate	The pay rate for the earning code appears. Press **Enter** to accept the rate or enter a different rate for this time ticket.
	Amount	The amount (the number of hours multiplied by the rate) appears. Press **Enter** to accept the amount or enter a different amount. If you enter a different amount, the rate is recalculated. When you accept the amount, the cursor moves to the next time ticket line. Enter another earning code or press **Enter** to leave the field blank and enter a deduction entry.
Inquiry Maint	**Deduction**	Enter a deduction code. If you entered a job and phase, deductions are not posted to the job. Use the **Maintenance** (**F6**) command to enter the **Deduction Codes** function to edit deduction codes. You can enter five line items for an employee on this screen; if you have more than five deductions to enter, use the **Proceed** (**OK**) command to transfer the transactions to the Payroll Transactions scroll region and then reenter the Enter Transactions screen.
	Note	The deduction's description appears. Press **Enter** to accept that description, or enter a different description for this deduction.
	Hours	Enter the number of hours associated with the deduction.
	Amount	Enter the amount of the deduction.

Use the **Proceed** (**OK**) command to save the information. Although the fields related to earnings and deductions are cleared, the employee and job information you entered remains on the screen. Change the information or enter a different employee ID. If you enter a different employee ID, job and phase information remains on the screen, making it easy to enter time tickets for the employees who worked on a job.

When you are finished adding transactions, use the **Exit** (**F7**) command to return to the Payroll Transactions screen.

Time Card Entry

Time cards can be filled out daily or weekly for each employee. If you elected to use the time card calculator in the Resource Manager **Options and Interfaces** function and in the Enter Transactions screen, the Time Card Entry window appears.



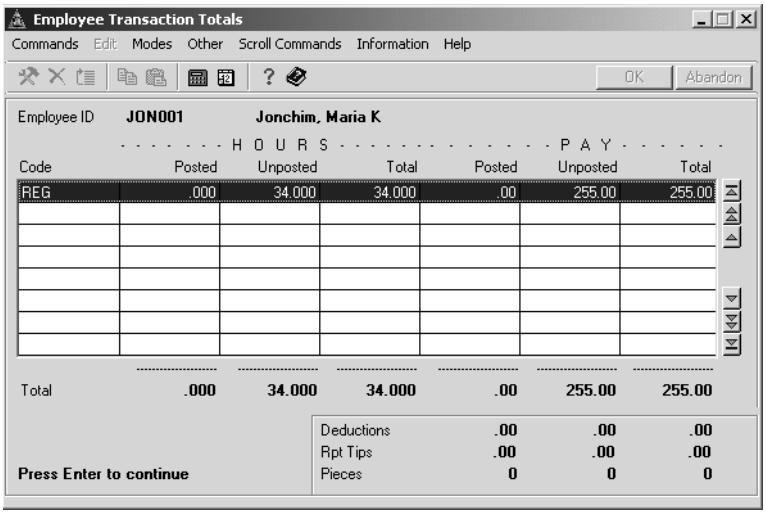
Field	Description
Employee ID/Name	The employee's ID and name appear.
Time In	For each day of the week, enter the hour and minute the employee punched in. Enter hours in military format. For example, if the employee started work at 5:00 P.M., enter **17**, press **Enter** to move to the minutes field, then enter **00**.

Field	Description
Time Out	For each day of the week, enter the hour and minute the employee punched out. Enter hours in military format. For example, if the employee finished work at 5:00 P.M., enter **17**, press **Enter** to move to the minutes field, then enter **00**.
Last Out	The time elapsed between the time in and the previous time out appears. No number appears in the first **Last Out** field.
Adjustment	Enter hours or minutes adjustments for each day. For example, if an employee worked after punching out, you can compensate for that here.
Totals	The total number of hours and minutes for each time in, time out, and adjustment (if any) appears.
Week: Regular	The total number of regular hours the employee worked for the week appears.
Week: Overtime	The total number of overtime hours the employee worked for the week is displayed, depending on how the **TCALCxxx** table is set up. If overtime has been calculated, you must enter the overtime codes on the Enter Transactions screen.

Use the **Proceed** (**OK**) command to save your entries. The Enter Transactions screen appears and lists the updated hours information.

Viewing Totals

When you press **T** on the Payroll Transactions screen, the Employee Transaction Totals window appears.


Employee Transaction Totals
Commands Edit Modes Other Scroll Commands Information Help
OK Abandon
Employee ID JON001 Jonchim, Maria K
HOURS PAY
Code Posted Unposted Total Posted Unposted Total
REG .000 34.000 34.000 .00 255.00 255.00
Total .000 34.000 34.000 .00 255.00 255.00
Deductions .00 .00 .00
Rpt Tips .00 .00 .00
Pieces 0 0 0
Press Enter to continue

The posted, unposted, and total hours and pay appear for each earning code assigned to the employee. If there are more earning codes than fit on one screen, you can scroll up and down to view additional earning codes.

Deductions, reported tips, and pieces appear at the bottom of the screen.

When you finish viewing employee transaction totals, press **Enter** to return to the Payroll Transactions screen.

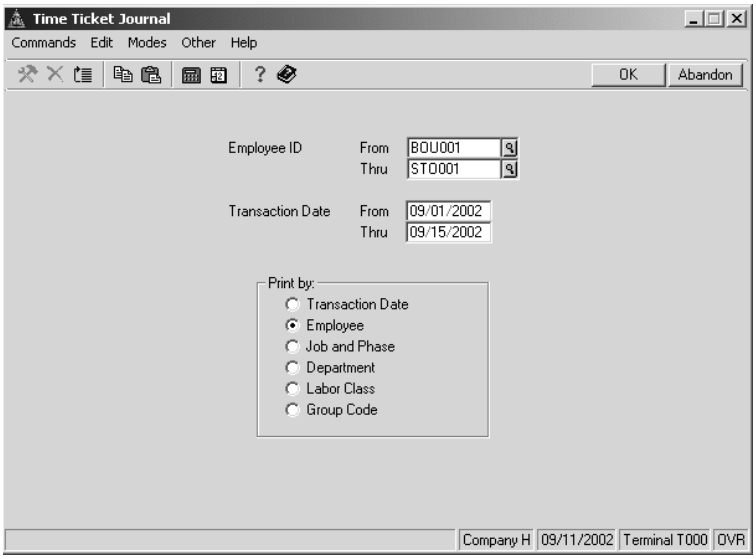
Time Ticket Journal

The time tickets you entered into the **PATRxxx** (Transactions) file but have not posted are listed in the Time Ticket Journal. Print the journal before you post transactions and use it to verify your entries and as part of your audit trail.

You cannot use the **Time Ticket Journal** function if you are working with last-year files.

Time Ticket Journal Screen

Select **Time Ticket Journal** from the **Daily Work** menu. The Time Ticket Journal screen appears.



Inquiry

1. Enter the range of employees you want to include in the journal.

2. Enter the range of transaction dates to include in the journal. Use this option to isolate groups of transactions when printing the journal.

3. Select the order in which you want to organize the journal.

4. Select the output device to begin printing the report. See “Output the Report” on page 1-74 for more information. After the journal is produced, the **Daily Work** menu appears.

Time Ticket Journal

```
09/11/2002                                  Builders Supply                                                    Page    1
12:31 PM                                 Time Ticket Journal
                                             By Employee

Employee                  Type  Date       Tax Group   Dept.  Job    Phase  Cost Class -----Earning-----        Rate       Pieces
ID     Name               Group                        Note                 Code Seq.  Code Description        Hours      Amount
-------------------------------------------------------------------------------------------------------------------------------

B0U001 Bourne, L C          S   09/11/2002 MN          500                        Prs   SAL  Salaried Wage      3.000          2
                            1                          Salaried Wage              000                          34.000     102.00
B0U001 Bourne, L C          S   09/11/2002 MN          500                  000   Prs   SAL  Salaried Wage      1.000          0
                            1                          Salaried Wage              000                           4.000       4.00
                                                                                                               ----------------------
                                                                       Pieces Totals                                                2
                                                                       SAL Salaried Wage                          38.000     106.00
                                                                       Employee B0U001 Totals                     38.000     106.00

J0N001 Jonchim, M K         H   09/11/2002 MN          501                  000   SEC   REG  Regular Pay        7.500          0
                            1                          Regular Pay                000                          34.000     255.00
                                                                                                               ----------------------
                                                                       Pieces Totals                                                0
                                                                       REG Regular Pay                            34.000     255.00
                                                                       Employee J0N001 Totals                     34.000     255.00
                                                                                                               ======================
                                                                                 Pieces Totals                                      2
                                                                                 REG Regular Pay                  34.000     255.00
                                                                                 SAL Salaried Wage                38.000     106.00
                                                                                 Grand Total                      72.000     361.00

End of Report
```

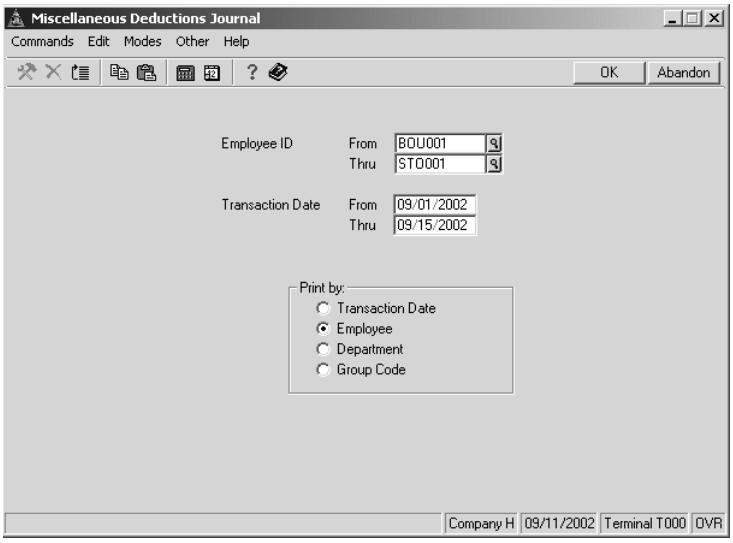
Miscellaneous Deductions Journal

The deductions you entered into the **PATRxxx** (Transactions) file but have not posted are listed in the Miscellaneous Deductions Journal. Print the journal before you post transactions to verify your entries and as part of your audit trail.

You cannot use the **Miscellaneous Deductions Journal** function if you are working with last-year files.

Miscellaneous Deductions Journal Screen

Select **Miscellaneous Deductions Journal** from the **Daily Work** menu. The Miscellaneous Deductions Journal screen appears.



Inquiry

1. Enter the range of employees you want to include in the journal.

2. Enter the range of transaction dates to include in the journal. Use this option to isolate groups of transactions when printing the journal.

3. Select the order in which you want to organize the journal.

4. Select the output device to begin printing the report. See “Output the Report” on page 1-74 for more information. After the journal is produced, the **Daily Work** menu appears.

Miscellaneous Deductions Journal

```
09/11/2002                              Builders Supply                                Page    1
1:08 PM                          Miscellaneous Deductions Journal
                                        By Employee

Employee             Type Group Date       Dept.  -----Deduction---       Hours      Amount  Note
ID     Name                                        Code Description
-------------------------------------------------------------------------------------------------

B0U001 Bourne L C     S   1    09/11/2002 500    001  Medical Ins       34.000      124.00
                                                  ----------------------------------------
                                                  001  Medical Ins       34.000      124.00
                                                  Emp. B0U001 Totals     34.000      124.00

                                                  ========================================
                                                  001  Medical Ins       34.000      124.00
                                                  Grand Total            34.000      124.00

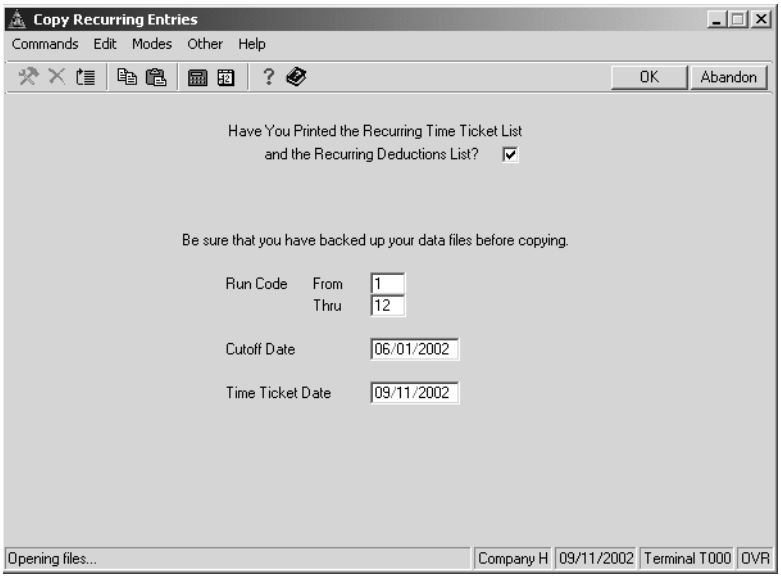
End of Report
```

Copy Recurring Entries

Use the **Copy Recurring Entries** function to copy recurring time tickets.

Copy Recurring Entries Screen

Select **Copy Recurring Entries** from the **Daily Work** menu. The Copy Recurring Entries screen appears.



1. Select the check box (or enter **Y** in text mode) when you have printed the Recurring Time Ticket List and the Recurring Deductions List. Clear the check box (or enter **N** in text mode) if you have not printed these lists and do so before proceeding.

   Verify that you have backed up your data files before proceeding.

2. Enter the range of run codes you want to copy.

3. Enter the cutoff date. Recurring entries that have a cutoff date after the date you enter here will be copied.

4. Enter the date you want the system to use as the transaction date.

5. Select the output device to begin printing the Copy Recurring Entries Log. See “Output the Report” on page 1-74 for more information. After the log is produced, the **Daily Work** menu appears.

Copy Recurring Entries Log

09/11/2002 Builders Supply PAGE 1
12:13 PM Copy Recurring Entries
Audit Trail

Run Code	Emp ID	Dept. ID	State Code	Local Code	Job ID	Phase ID	Cost Code	Seq No.	Pay/ Ded	Hours	Rate	Amount
1	BOU001	500	MN				000	000	Pay	20.000	.000	.00
1	JON001	501	MN				000	000	Pay	80.000	7.500	600.00
					RUN CODE 1 PAY TOTALS					100.000		600.00
					Grand Total Pay					100.000		600.00
					Grand Total Ded					.000		.00

End of Report

Post Transactions

When you post transactions, time ticket and miscellaneous deduction information is transferred from the **PATRxxx** (Transactions) file to the **PATPxxx** (Transactions Post) file. Once posted, you cannot change this information using the **Payroll Transactions** function. You can, however, view the totals of the posted entries using the **Totals** command in transaction entry. During posting, the detail from the time tickets is lost; only the summary information necessary to produce the next group of paychecks is stored.

In addition, the **PADPxxx** (Department) file is updated so that department records show the number of hours and pieces and the amount of the payroll expenses on the time tickets. If Payroll interfaces with Job Cost, the job and phase records are updated with labor expenses (excluding deductions) and hours.

If you elected to save transaction history when you installed Payroll, the **PATHxxx** (Transaction History) file is updated with the detail from the time tickets and miscellaneous deduction entries from the **PATRxxx** file. When the post is complete, the **PATRxxx** file is erased, clearing the way for more time ticket and miscellaneous deduction entries.

You cannot use the **Post Transactions** function if you are working with last-year files.

Before Posting

Before you post, perform these tasks:

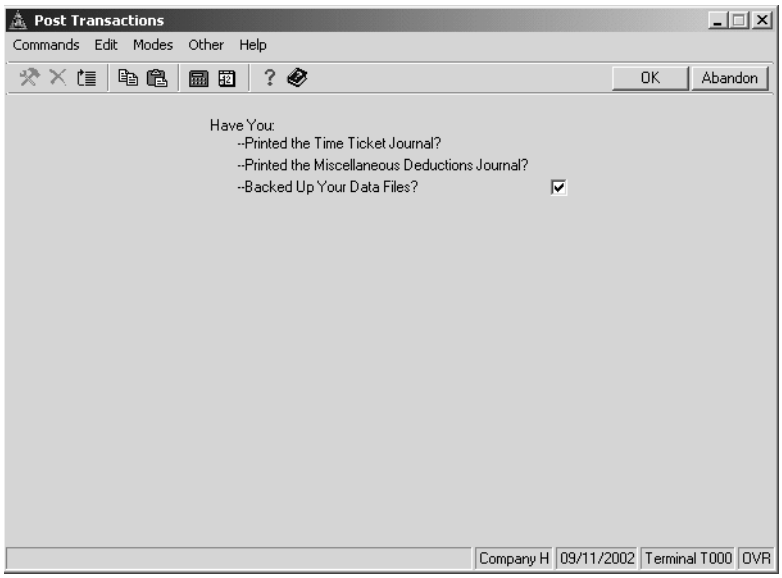
- If you have a multiuser system, make sure that no one else is using the Payroll system. You cannot post if someone else is using Payroll functions.
- Print the Time Ticket Journal (see page 5-19).
- Print the Miscellaneous Deductions Journal (see page 5-21).
- Back up your data files.

The information in the Time Ticket Journal and the Miscellaneous Deductions Journal comes from the **PATRxxx** file. Posted entries are cleared from this file to make room for the next group of entries. Because you cannot reconstruct the journals after you post, printing them before you post is important to maintain an audit trail.

Backing up your data files before you post is an important practice. Unforeseen problems such as a power surge or failure can interrupt the post and result in the loss of data.

Post Transactions Screen

Select **Post Transactions** from the **Daily Work** menu. The Post Transactions screen appears.



1. Before you post, print the Time Ticket and Miscellaneous Deductions Journals and back up your data files. If you have not performed these tasks, clear the box (or enter **N** in text mode) and do so now. When you have completed these tasks, select the box (or enter **Y** in text mode) to continue.

2. Select the output device to print the posting log. See “Output the Report” on page 1-74 for more information.

   The posting log lists the total hours and wages posted to the **PADPxxx**, **PATPxxx**, and **PATHxxx** files. After posting completes and the log is produced, the **Daily Work** menu appears.

Payroll Posting Log

```
09/11/2002                      Builders Supply                        Page   1
1:30 PM                         Payroll Posting


 Pay or Deduction               --- Total Posted ---
Code    Description             Hours          Wages
-------------------------------------------------------

REG     Regular Pay             34.000        255.00
SAL     Salaried Wage           38.000        106.00
                               ------------------------
        EARNING TOTALS          72.000        361.00

001     Medical Ins                           124.00
                               ------------------------
        DEDUCTION TOTALS                      124.00


Jobs total                        .000           .00


End of Report
```

Payday Work 6

Calculate Checks 6-3
Manual Checks 6-9
Edit Register 6-21
Accrual Adjustments 6-25
Vacation and Sick Leave Report 6-27
Print Checks 6-29
Print Direct Deposit Vouchers 6-33
Void Checks 6-37

Payroll Reports and Posting

Create Direct Deposit File 6-41
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Paycheck Received Report 6-45
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Employer's Tax Report 6-49
Employer's Liability Report 6-51
Pay Period Deduction Report 6-53
Employer Department Expense Report 6-55
Post Checks 6-57

Introduction

Perform the functions in the order they appear on the menu, but do not use the **Void Checks** function until you have posted checks. First, calculate checks and enter manual checks. Then produce the Edit Register to check your work. Print the checks and the Check Register. Produce the reports you need, and then post.

Several of the functions in this chapter appear on an additional **Payroll Reports and Posting** menu that appears on the **Payday Work** menu. To access these functions, select **Payroll Reports and Posting** from the **Payday Work** menu and then select the appropriate function.

Calculate Checks

The **Calculate Checks** function uses the information in the **PATPxxx** (Transactions Post) file to calculate checks for your employees. The **PATPxxx** file is updated when you post transactions to calculate taxes and deductions and to build the **PACDxxx** (Checks Deductions), **PACExxx** (Checks Earnings), **PACHxxx** (Checks), and **PACWxxx** (Checks Withholdings) files in preparation for check printing.

If Direct Deposit is installed, you can also use the **Calculate Checks** function to calculate direct deposit transactions at the same time you calculate checks.

You cannot use the **Calculate Checks** function if you are working with last-year files.

You can calculate multiple checks for each employee each time you produce checks. If you have entered manual checks, you can use the **Calculate Checks** function without having fully processed and printed the manual checks; manual and calculated checks can be processed in the same check run.

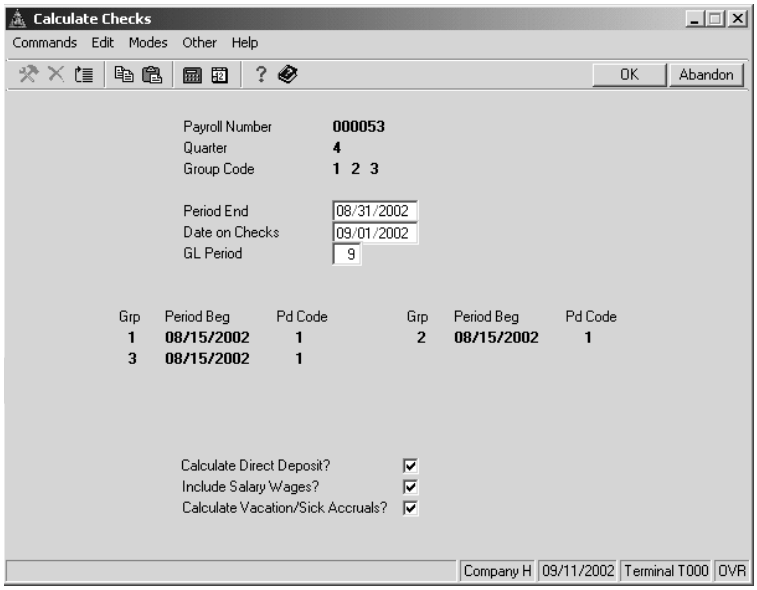
Note

You must calculate checks before you add manual checks. If you create manual checks before you calculate checks, the manual checks will be erased.

After you calculate checks, the Calculate Checks Log prints. Use the log to verify totals and earning code information and as part of your audit trail. If an error occurs during check calculation, a message prints in the log. See appendix A for an explanation of error messages.

Calculate Checks Screen

Select **Calculate Checks** from the **Payday Work** menu. The Calculate Checks screen appears.



If you calculated checks or entered manual checks without finishing the payday steps, the following message appears:

Checks are already on file. Do you want to start over?

Note

If you calculate checks again, the data that is on file is erased. Make sure that the previous day's payday work cycle was completed properly. If it was not, do not calculate checks again, because the checks that were issued are not reflected in the payroll totals or in the General Ledger balances. To verify checks that have been calculated, print the Check Register.

If you do not want to calculate checks, select **No** (or enter **N** in text mode) to exit to the **Payday Work** menu. If you want to calculate checks again, erasing the checks that are on file, select **Yes** (or enter **Y** in text mode).

Field	Description
Payroll Number	The payroll number from the **PACTLxxx** table appears.
Quarter	The quarter from the **PACTLxxx** table appears.
Group Code (0–9)	Enter group codes 0-9. The codes you enter determine which employees are paid. The codes are compared to the group code for each employee in the **PAEGxxx** (Employee General Information) file. You cannot add a check for an employee who is not in an included group code. If you elect to include salary wages in this check run, salaried employees with the group code you enter are paid their salary amount, less deductions and taxes. Hourly employees with the group code you enter are paid according to the earnings accumulated in the **PATPxxx** file from transactions entered, less deductions and taxes.
Period End	Enter the date the pay period ends. The system uses this date and the period beginning date you enter for each group code (and checks each employee's start and termination dates in the employee records) to verify employment during the pay period.
Date on Checks	Enter the date you want to print on the checks.
GL Period (1–13)	The General Ledger period is used when you post checks. The totals for the checks produced are posted to the General Ledger period you specify. (The totals in the Payroll system are affected in the current period, regardless of the period you enter.) Press **Enter** to post the checks to the current period or enter a different period.

	Field	Description
	Grp	The group codes you entered above appear.
	Period Beg	The system uses this date and the period ending date you entered above to verify employment during the pay period. For each group code you entered, enter a date for the start of the pay period, or press **Enter** to accept the current date.
	Pd Code	The period code you entered in the **Scheduled Deductions** sectiion of the Employee Salary Information screen indicates when and how each scheduled deduction is taken. During check calculation, the period codes are compared to the codes in the employee record to determine which deductions will be taken. For each group code you entered, enter the appropriate period code (**1–5**), or enter **6** to skip deductions.
	Calculate Direct Deposit?	Select the box (or enter **Y** in text mode) to include direct deposit transactions in the check calculations. Clear the box (or enter **N** in text mode) to exclude direct deposit transactions and to produce checks for all employees. If you exclude them, paychecks are produced for employees whose pay is normally directly deposited.
	Include Salary Wages?	Select the box (or enter **Y** in text mode) to include salary wages in the calculation for the group codes entered; clear the box (or enter **N** in text mode) to exclude the wages. Only time ticket and miscellaneous payroll information is processed, so you can process bonus checks without processing the salary wage.

Field	Description
Calculate Vacation/ Sick Accruals?	This field appears if you elected to use this option in the Resource Manager **Options and Interfaces** function. If you want the system to calculate vacation and sick accruals, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

Select the output device to print the Calculate Checks Log. See “Output the Report” on page 1-74 for more information. After the calculation completes and the log prints, the **Payday Work** menu appears.

Calculate Checks Log

```
09/11/2002                  Builders Supply                      Page    1
3:15 PM                     Calculate Checks


Group Codes  1 2 3

Period End     08/31/2002
Date on Checks 09/01/2002
GL Period       9

Grp  Period Beg  Pd Code       Grp  Period Beg  Pd Code
 1   08/15/2002    1            2   08/15/2002    1
 3   08/15/2002    1




   Calculate Checks Totals
REG  Regular Pay                                    255.00
SAL  Salaried Wage                                23050.00

Gross Pay                                         23305.00
Net Pay - Checks                                  15568.89
Number of Employees                                   5
Number of Checks                                      4
Number of Vouchers                                    1

End of Report
```

Manual Checks

Use the **Manual Checks** function when you want to produce payroll checks outside the normal payroll cycle. For example, if an employee resigns, is going on vacation, or is receiving a bonus or other type of compensation on a separate check, you can produce a manual check for the employee before the next payday or produce multiple checks on payday.

Note

If you issue and print a check for a previous year, make sure that the check is dated for the correct year.

You can also use the **Manual Checks** function to change deductions and withholdings of calculated checks that are already in the **PACHxxx** (Checks) file.

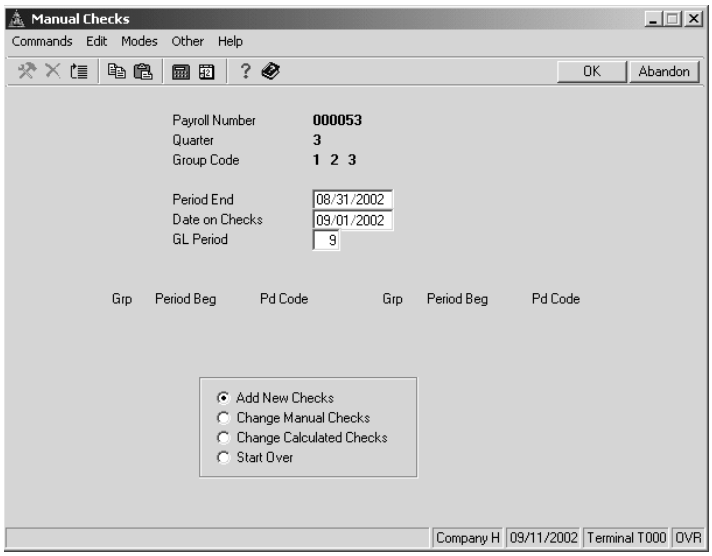
If Direct Deposit is installed, use the **Manual Checks** function to prepare or clear direct deposit vouchers.

Before You Begin

If you have a multiuser system, make sure that no one else is calculating checks. You cannot enter manual checks if someone else is using the **PACHxxx** file to calculate checks.

Manual Checks Selection Screen

Select **Manual Checks** from the **Payday Work** menu. The selection screen appears.



If manual checks are already on file, additional options appear at the bottom of the screen (as shown in the example). See “Options” on page 6-11 for more information. If no manual checks are on file, the entries you make in the other fields on the screen apply to all manual checks you enter until you post checks.

Field	Description
Payroll Number	The payroll number from the **PACTLxxx** table appears, which is stored in the **PATBxxx** file.
Quarter	The current quarter in the **PACTLxxx** table appears.
Group Code (0–9)	The codes you enter determine the employees for whom you can enter manual checks. The codes are compared to the group code for each employee in the **PAEGxxx** (Employee General Information) file.

Field	Description
Period End	Enter the last day of the pay period.
Date on Checks	Enter the date you want to print on the checks.
GL Period (1–13)	Press **Enter** to post the General Ledger entries to the current accounting period, or enter a different period.
Grp	The group codes you entered above appear.
Period Beg	For each group code you entered above, enter a date for the start of the pay period.
Pd Code	Enter the period code (**1–5**) that indicates which scheduled deductions should be taken for the manual checks in the group, or enter **6** if you do not want deductions to be taken for these checks. If you do not want deductions to be taken for certain checks, zero out deduction amounts as you enter checks.

When you finish making selections, the Manual Checks screens appear.

Options

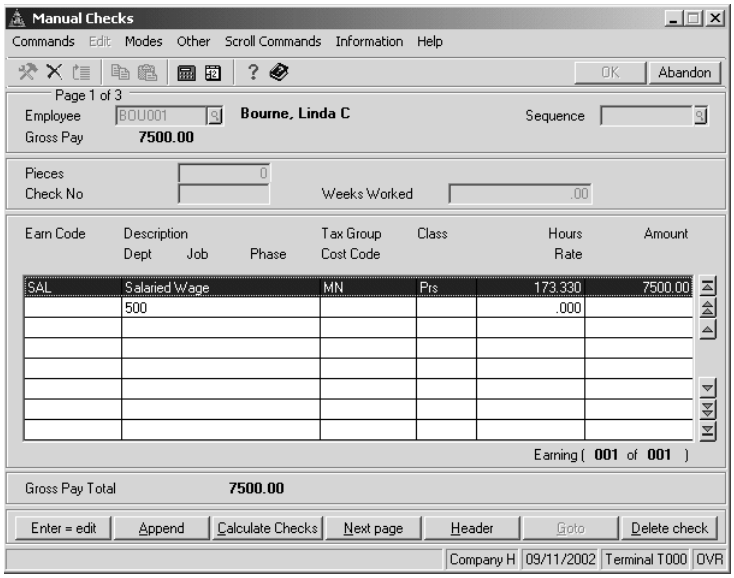
If checks are already on file, select the action you want to take. You can:

- enter a manual check (see “Manual Checks Screens” on page 6-12).
- change a manual check that is on file (see “Manual Checks Screens” on page 6-12 for more information).
- change calculated checks (you can edit deductions and withholding information for calculated checks, but not earnings information).
- erase the manual checks that are on file and then enter new manual checks.

Manual Checks Screens

Manual Checks Screen One

When you proceed from the Manual Checks selection screen, the first of three Manual Checks screens appears. Use this screen to enter and edit earning codes for manual checks or to change or delete unposted manual checks.


Manual Checks
Commands Edit Modes Other Scroll Commands Information Help
OK Abandon
Page 1 of 3
Employee BOU001 Bourne, Linda C Sequence
Gross Pay 7500.00
Pieces 0
Check No Weeks Worked .00
Earn Code Description Dept Job Phase Tax Group Cost Code Class Hours Rate Amount
SAL Salaried Wage MN Prs 173.330 7500.00
500 .000
Earning (001 of 001)
Gross Pay Total 7500.00
Enter = edit Append Calculate Checks Next page Header Goto Delete check
Company H 09/11/2002 Terminal T000 OVR

Field	Description
Inquiry Maint **Employee**	Enter the employee ID. To change or delete an unposted manual check, enter the employee ID, then press **Enter** to list the first check in the file for that employee. If the check that appears is not the one you want, use the **Abandon** (**F5**) command to go to the **Employee** field and enter a different ID.

	Field	Description
Inquiry	**Sequence**	If you entered more than one check for the employee, enter the sequence number of the check with which you want to work.
	Gross Pay	The employee's gross pay for the check appears.
	Pieces	If applicable, enter the number of pieces for which the employee is being paid. Pieces are used for management information and job control and are not posted to Job Cost.
	Create voucher?	This prompt appears if you are entering a check for an employee participating in direct deposit. If you want to create a voucher for direct deposit, select the box (or enter **Y** in text mode). If you want to issue a check for the entire amount of the transaction, clear the box (or enter **N** in text mode).
	Clear voucher?	This prompt appears if you are editing a voucher. If you want to issue a check for the entire amount of the transaction, select the box (or enter **Y** in text mode). If you want to create a direct deposit voucher, clear the box (or enter **N** in text mode).
	Check No	If you are entering the check after it was issued, enter the number of the check you issued to the employee. If you do not enter a check number, check numbers are assigned automatically when you print checks.
	Weeks Worked	Enter the number of weeks the employee worked.

Use the **Proceed** (**OK**) command to go to the earning code scroll region, then use the commands to work with the information on the screen:

- To edit an earning code, press **Enter**. See "Editing and Adding Earning Codes" on page 6-15 for more information.
- To add an earning code, press **A**. See "Editing and Adding Earning Codes" on page 6-15 for more information.

- To calculate a check, press **C**.

  If you elected to accrue sick and vacation time for an employee in the Resource Manager **Options and Interfaces** function, this message appears:

  Do you wish to accrue Vacation/Sick for this employee?

  If you want to accrue vacation and sick time for the employee, click **Yes** (or enter **Y** in text mode); if not, click **No** (or enter **N** in text mode). The check is then calculated and the second manual checks screen appears.

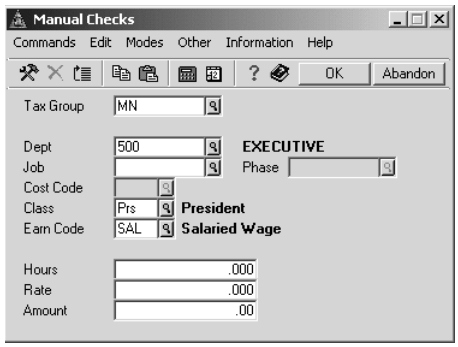
- If you elected not to accrue vacation and sick time for an employee, you can enter or edit a manual check or press **N** to go to the next page of line items.

- To enter or edit the number of pieces, the check number, or the weeks worked for the paycheck, press **H**.

- To delete the check, press **D**.

Editing and Adding Earning Codes

When you press **Enter** or **A** to edit or add a manual check line on the first Manual Checks screen, the Manual Checks screen appears:



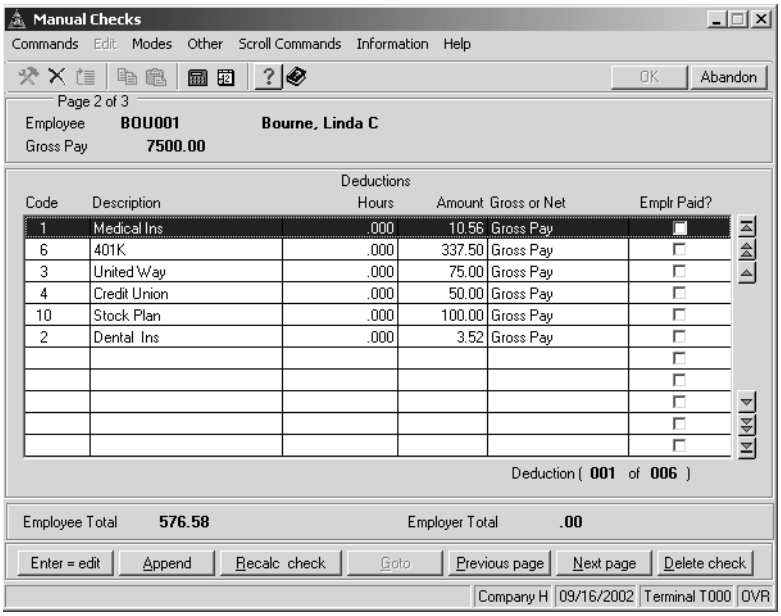
	Field	Description
Inquiry Maint	**Tax Group**	Press **Enter** to accept the current tax group ID or enter a different ID.
Inquiry	**Dept**	Press **Enter** to use the current department or enter a different department ID.
Inquiry Maint	**Job**	If Payroll interfaces with Job Cost, press **Enter** to use the current job ID or enter a different job ID. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Payroll interfaces with Job Cost.
Inquiry Maint	**Phase**	If this earnings entry contains a job ID, press **Enter** to use the current phase ID or enter a different phase ID. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Payroll interfaces with Job Cost.
Inquiry Maint	**Cost Code**	If this earnings entry contains a job ID, press **Enter** to use the current cost code or enter a different cost code. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Payroll interfaces with Job Cost.

	Field	Description
Inquiry Maint	**Class**	Press **Enter** to accept the employee's labor class or enter a different class.
Inquiry Maint	**Earn Code**	Press **Enter** to accept the employee's earning code or enter a different code.
	Hours	Press **Enter** if the employee worked the number of hours that appears or enter a different number of hours.
	Rate	Press **Enter** to accept the employee's pay rate or enter a different pay rate.
	Amount	The check amount appears. To change this figure, you must change the earning code or number of hours worked. The pay rate is then recalculated.

When you have finished editing or adding transactions, use the **Proceed** (**OK**) command to save your changes. Use the **Next page** command to proceed to the second Manual Checks screen.

Manual Checks Screen Two

Use the second Manual Checks screen to enter and edit deduction codes for manual checks generated for each employee.



Use the commands to work with and add entries to the information on the screen:

- To edit a deduction code, press **Enter**. See “Editing and Adding Deductions” on page 6-18 for more information.
- To add a deduction code, press **A**. See “Editing and Adding Deductions” on page 6-18 for more information.
- To recalculate the employee withholdings and employer’s liability for a check, press **R**. The deductions are not recalculated.
- To go to the third Manual Checks screen, press **N**.

- To go to the previous page of items, press **P**.
- To go to a specific deduction, press **G**. This command appears only if there is more than one screen of items.
- To delete a check, press **D**.

Editing and Adding Deductions

Inquiry

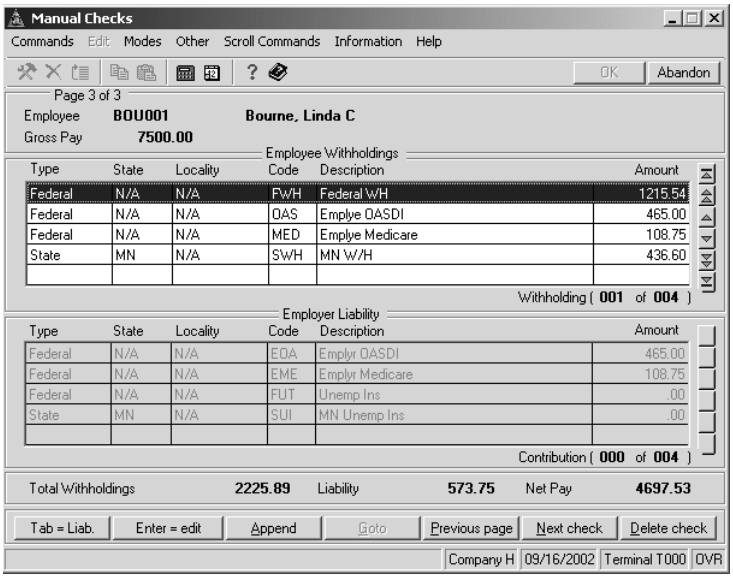
Field	Description
Code	If you are adding a new a deduction, press **Enter** to accept the current deduction code or enter a different code.
Description	The description of the deduction code appears.
Hours	Press **Enter** to accept the current number of hours worked or enter a different number.
Amount	Press **Enter** to accept the current amount or enter a different amount for the deduction.
Gross or Net	If the deduction is taken from gross pay, **Gross Pay** appears. If the deduction is taken from net pay, **Net Pay** appears.
Emplr Paid?	If the deduction is employer paid, the box is selected (or **Yes** appears in text mode); if not, the box is cleared (or **No** appears in text mode).

When you press **N** at the scroll region command bar, the third Manual Checks screen appears.

Manual Checks Screen Three

Use the third Manual Checks screen to enter and edit withholding and employer liability information for each manual check generated for each employee.

If you have entered a negative manual check (for example, to void a check without using the **Void Checks** function), the system will not calculate negative taxes. You must edit this information on Manual Checks screen three.


Manual Checks
Commands Edit Modes Other Scroll Commands Information Help
OK Abandon
Page 3 of 3
Employee BOU001 Bourne, Linda C
Gross Pay 7500.00
Employee Withholdings
Type State Locality Code Description Amount
Federal N/A N/A FWH Federal WH 1215.54
Federal N/A N/A OAS Emplye OASDI 465.00
Federal N/A N/A MED Emplye Medicare 108.75
State MN N/A SWH MN W/H 436.60
Withholding (001 of 004)
Employer Liability
Type State Locality Code Description Amount
Federal N/A N/A EOA Emplyr OASDI 465.00
Federal N/A N/A EME Emplyr Medicare 108.75
Federal N/A N/A FUT Unemp Ins .00
State MN N/A SUI MN Unemp Ins .00
Contribution (000 of 004)
Total Withholdings 2225.89 Liability 573.75 Net Pay 4697.53
Tab = Liab. Enter = edit Append Goto Previous page Next check Delete check
Company H 09/16/2002 Terminal T000 OVR

The withholding types that appear depend on the state and local taxes that apply to the employee.

Use the commands to work with the information on the screen:

- Press **Tab** to switch between the **Employee Withholdings** and **Employer Liability** sections of the screen.

- To edit a withholding or an employer liability, press **Enter**. See “Editing and Adding Withholding and Employer Liability” below for more information.

- To add a withholding or a liability, press **A**. See "Editing and Adding Withholding and Employer Liability" below for information. When you edit a withholding or employer liability, you can change only the amounts.
- To go to the previous page, press **P**.
- To go to the next check, press **N**.
- To delete the check, press **D**. Using the **Exit** (**F7**) command does not delete a new manual check.

Editing and Adding Withholding and Employer Liability

Field	Description
Type	Press **Enter** to accept the current withholding type, or enter **F** for federal withholdings, **S** for state withholdings, or **L** for local withholdings.
Inquiry **State**	Press **Enter** to accept the current state code, or enter a different state code.
Inquiry **Locality**	If the withholding is a local type, enter the locality code.
Inquiry **Code**	Press **Enter** to accept the current withholding code, or enter a different withholding code.
Description	The description of the withholding appears.
Amount	Enter or edit the amount of the withholding.

If you add or change any employee deductions, recalculate the check. When you have finished entering checks, use the **Exit** (**F7**) command to return to the **Payday Work** menu. The information is automatically saved.

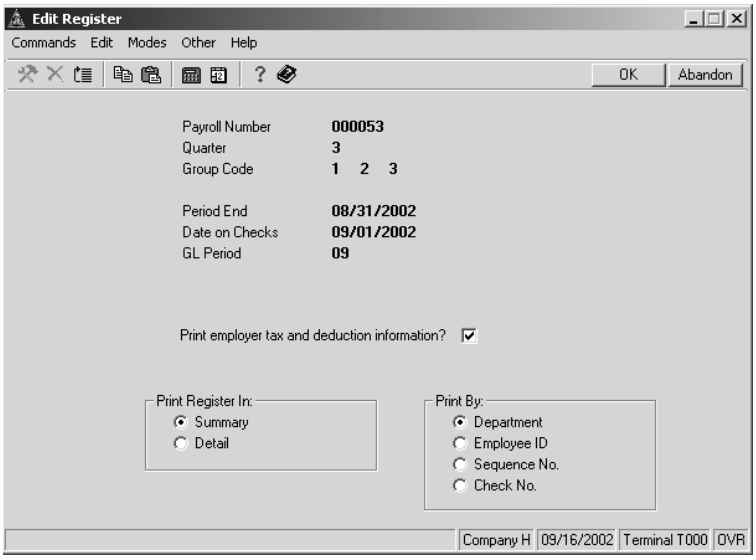
Edit Register

The Edit Register shows the earnings and deductions for the checks you calculated. Before you print the checks, produce the Edit Register to check the wages earned by hourly and salaried employees and the taxes and deductions. You can produce the Edit Register in detail or summary formats.

If you find inaccuracies in the check calculation, enter correcting transactions or change the general information in the **Employees** function on the **File Maintenance** menu (page 10-3). If you enter correcting transactions through the **Payroll Transactions** function, post the corrections, calculate checks a second time, then print the Edit Register again. If you find inaccuracies in checks you entered manually, use the **Manual Checks** (page 6-9) function to make changes.

Edit Register Screen

Select **Edit Register** from the **Payday Work** menu. The Edit Register screen appears.



The payroll number, quarter, group code, period end, date on checks and GL period appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

1. If you want employer tax and deduction information to print in the register, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

2. Select the amount of detail you want in the register. **Detail** prints earnings, withholdings, and deductions information for all employees, while **Summary** prints earnings, withholdings, and deductions involved in the checks.

3. Select the order in which you want to print the report.

4. Select the output device. See “Output the Report” on page 1-74 for more information. After the register is produced, the **Payday Work** menu appears.

Edit Register

09/16/2002 Group Code 1 Builders Supply Page 1
10:44 AM Period 1 Edit Register - Summary
For Pay Period Ending 08/31/2002

Employee ID	Soc Sec No.	Earnings Hours	Salary or Wages	Description	Withholdings Amount	Description	Deductions Amount
Bourne, Linda C	Total	173.330	7500.00	Total Withholdings	2225.89	Total Deductions	690.02
BOU001	459-30-1099			Total Emplr. Witch.	1506.85	Total Emplr. Ded.	.00
Gross Wages	7500.00						
Net Pay	4584.09						
Lukas, George	Total	173.330	2500.00	Total Withholdings	274.38	Total Deductions	19.08
LUK001	488-30-1281			Total Emplr. Witch.	918.75	Total Emplr. Ded.	.00
Gross Wages	2500.00						
Net Pay	2206.54						

Earnings, Withholdings
Deductions Descriptions — Amount — Hours

Earnings — Incl. Net?

Gross Wages	23305.00	
Net Pay	15568.89	
Check Amount	15568.89	
Direct Deposit	.00	
REG Regular Pay	255.00	34.000 YES
SAL Salaried Wage	23050.00	693.320 YES
Earnings Total	23305.00	727.320

Witholdings — Employer Tax?

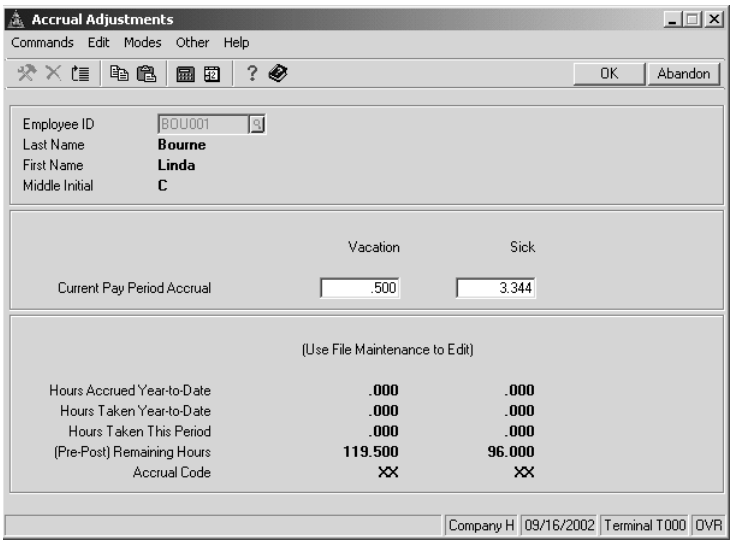
FED /EMH Emplyr Medicare	337.93	YES
FED /EOA Emplyr OASDI	1444.91	YES
FED /FUT Unemp Ins	15.81	YES
FED /FWH Federal WH	3586.03	NO
FED /MED Emplye Medicare	337.93	NO
FED /OAS Emplye OASDI	1444.91	NO
MN/ /SUI MN Unemp Ins	3767.41	YES
MN/ /SWH MN W/H	1353.40	NO
Employee Totals	6722.27	

Accrual Adjustments

Use the **Accrual Adjustments** function to adjust sick and vacation time calculated through the **Calculate Checks** or **Manual Checks** functions. You can correct accrual errors or add to the accrual for a bonus.

Accrual Adjustments Screen

Select **Accrual Adjustments** from the **Payday Work** menu. The Accrual Adjustments screen appears.



Inquiry

1. Enter the employee ID whose accrual record you want to change. The employee's name appears.

2. Edit the vacation and sick accrual adjustments for the employee.

   The pay period-to-date and year-to-date hours accrued and hours taken totals appear in the lower portion of the screen. To edit vacation and sick accruals, use the **Leave Adjustments** function (see page 10-45).

The employee's remaining vacation and sick totals before posting appear.

Use the **Proceed** (**OK**) command to save your changes. The cursor returns to the **Employee ID** field. Enter the next employee you want to enter accrual adjustments for or use the **Exit** (**F7**) command to return to the **Payday Work** menu.

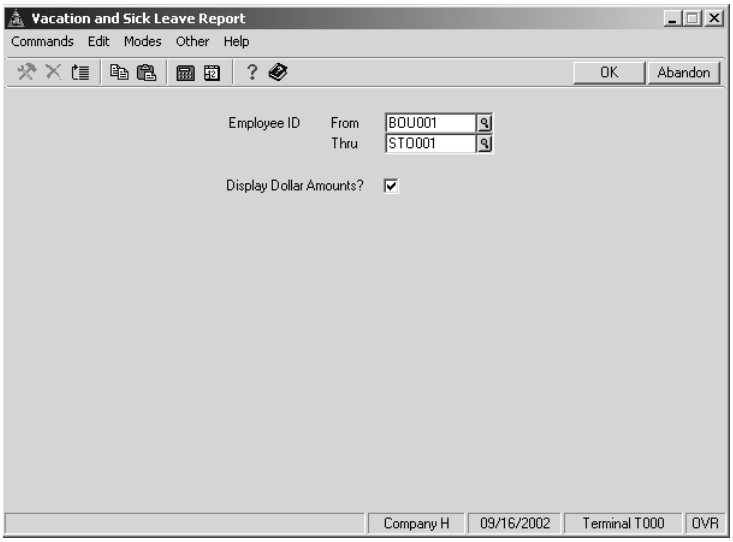
After you enter accrual adjustments, produce the Vacation and Sick Leave Report (page 6-27) to verify your changes.

Vacation and Sick Leave Report

The Vacation and Sick Leave Report lists the employees and their current vacation and sick accruals for the payroll run. Use the report to verify changes made through the **Accrual Adjustments** function and as part of your business records.

Vacation and Sick Leave Report Screen

Select **Vacation and Sick Leave Report** from the **Payday Work** menu. The Vacation and Sick Leave Report screen appears.



Inquiry

1. Enter the range of employees you want to include in the report.
2. If you want dollar amounts in the report (hours information is always included), select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
3. Select the output device. See “Output the Report” on page 1-74 for more information. After the report is produced, the **Payday Work** menu appears.

Vacation and Sick Leave Report

09/16/2002 Builders Supply Page 1
Vacation and Sick Leave Report
Pay Check Date 09/01/2002

Employee ID	Name	Type Leave	Beginning Balance Hours	Beginning Balance Dollars	Accrued This Period Hours	Accrued This Period Dollars	Taken This Period Hours	Taken This Period Dollars	Ending Balance Hours	Ending Balance Dollars
BOU001	Bourne, Linda C	VAC	119.500	5170.65	.500	21.63	.000	.00	120.000	5192.28
		SICK	96.000	4153.82	3.344	144.69	.000	.00	99.344	4298.51
GER001	Gerard, Timothy G	VAC	160.000	5123.04	40.000-	1280.76-	.000	.00	120.000	3842.28
		SICK	80.000	2561.52	3.344	107.07	.000	.00	83.344	2668.59
JEN001	Jenkins, Kathy M	VAC	80.000	3461.52	14.456	625.50	.000	.00	94.456	4087.02
		SICK	32.000	1384.61	3.344	144.69	.000	.00	35.344	1529.30
JON001	Jonchim, Maria K	VAC	8.000-	60.00-	13.333	100.00	.000	.00	5.333	40.00
		SICK	16.000	120.00	3.340	25.05	.000	.00	19.340	145.05
LUK001	Lukas, George	VAC	80.000	1153.84	14.456	208.50	.000	.00	94.456	1362.34
		SICK	32.000	461.54	3.344	48.23	.000	.00	35.344	509.77
T O T A L S		VAC	431.500	14849.05	2.745	325.13-	.000	.00	434.245	14523.92
		SICK	256.000	8681.49	16.716	469.73	.000	.00	272.716	9151.22

End of Report

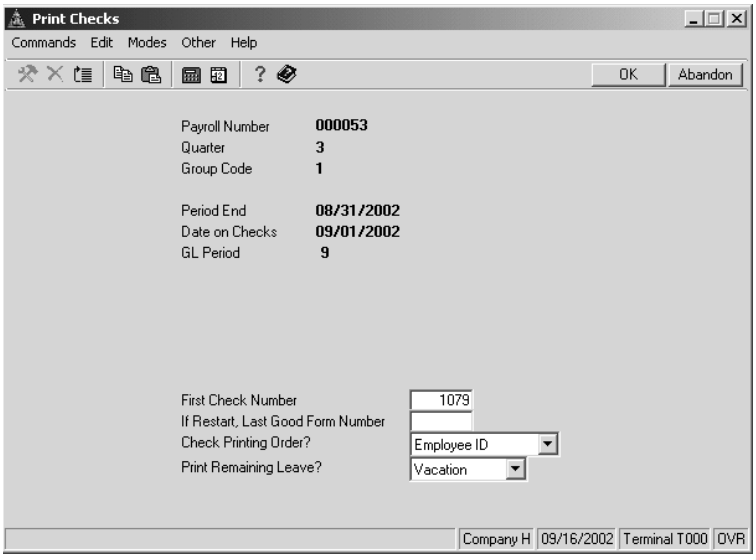
Print Checks

Use the **Print Checks** function to print checks created through the **Calculate Checks** function or that you entered through the **Manual Checks** function that do not have assigned check numbers.

Checks do not print for employees who have negative gross pay. If an employee has negative net pay, the employee's deductions and withholdings are reduced until the net pay is zero before a check prints.

Print Checks Screen

Select **Print Checks** from the **Payday Work** menu. The Print Checks screen appears.



The payroll number, quarter, group code, period end, date on checks and GL period appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

1. The next unused check number appears. Press **Enter** to use it or enter a different check number.

2. If you have problems when you print checks, you must restart the **Print Checks** function. To reprint checks that did not printed correctly, enter the number of the last check that printed correctly.

3. Select the order in which you want the checks to print: **Employee ID**, **Check Location**, or **Department**.

4. Select the kind of remaining leave you want the checks to include: **Vacation**, **Sick**, **Both**, or **None**.

5. Select the output device. If you select **Printer** as your output device, a message tells you to mount the checks.

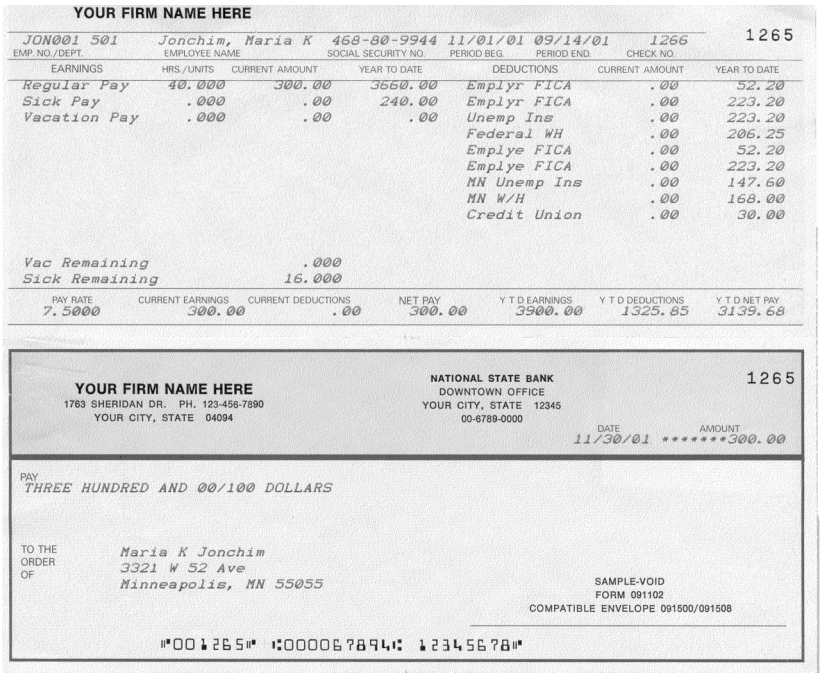
6. If you want to print an alignment form to make sure that the forms are lined up, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

Whether the company name and address print on the checks depends on your selection in the Resource Manager **Options and Interfaces** function.

After the checks are produced, the message **Mount paper—Check log will now print** appears. Remove the check forms from the printer and insert regular paper. When you are ready to print the checks log, press **Enter**. If you selected **File** as your output device, the check log prints at the end of the check list.

After the check log prints, the **Payday Work** menu appears.

Sample Check



YOUR FIRM NAME HERE

1265

EMP. NO./DEPT.	EMPLOYEE NAME	SOCIAL SECURITY NO.	PERIOD BEG.	PERIOD END.	CHECK NO.
JON001 501	Jonchim, Maria K	468-80-9944	11/01/01	09/14/01	1266

EARNINGS	HRS./UNITS	CURRENT AMOUNT	YEAR TO DATE
Regular Pay	40.000	300.00	3660.00
Sick Pay	.000	.00	240.00
Vacation Pay	.000	.00	.00

DEDUCTIONS	CURRENT AMOUNT	YEAR TO DATE
Emplyr FICA	.00	52.20
Emplyr FICA	.00	223.20
Unemp Ins	.00	223.20
Federal WH	.00	206.25
Emplye FICA	.00	52.20
Emplye FICA	.00	223.20
MN Unemp Ins	.00	147.60
MN W/H	.00	168.00
Credit Union	.00	30.00

Vac Remaining .000
Sick Remaining 16.000

PAY RATE	CURRENT EARNINGS	CURRENT DEDUCTIONS	NET PAY	Y T D EARNINGS	Y T D DEDUCTIONS	Y T D NET PAY
7.5000	300.00	.00	300.00	3900.00	1325.85	3139.68

YOUR FIRM NAME HERE
1763 SHERIDAN DR. PH. 123-456-7890
YOUR CITY, STATE 04094

NATIONAL STATE BANK
DOWNTOWN OFFICE
YOUR CITY, STATE 12345
00-6789-0000

1265

DATE 11/30/01 AMOUNT *******300.00

PAY THREE HUNDRED AND 00/100 DOLLARS

TO THE ORDER OF
Maria K Jonchim
3321 W 52 Ave
Minneapolis, MN 55055

SAMPLE-VOID
FORM 091102
COMPATIBLE ENVELOPE 091500/091508

⑈001265⑈ ⑆000067894⑆ 12345678⑈

Check Log

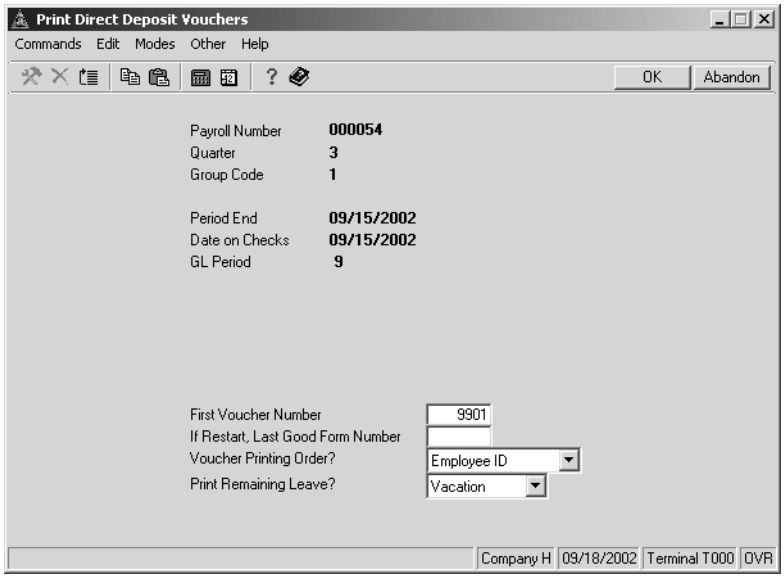
```
        STARTING CHECK NUMBER       1098
        ENDING CHECK NUMBER         1100
        DATE ON CHECK           09/15/2002
        PERIOD ENDING           09/15/2002
        TOTAL GROSS               22500.00
        TOTAL NET-CHECKS          16478.52
        NUMBER OF CHECKS              3


End of Report
```

Print Direct Deposit Vouchers

Use the **Print Direct Deposit Vouchers** function on the **Payday Work** menu to print the direct deposit pay vouchers you created in the **Calculate Checks** and **Manual Checks** functions. This function is available only if you have Direct Deposit installed.

Print Direct Deposit Vouchers Screen



The payroll number, quarter, group code, period end, date on checks and GL period appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

1. The next unused voucher number appears. Press **Enter** to use it or enter a different voucher number.

2. If you have problems when you print vouchers, you must restart the **Print Direct Deposit Vouchers** function. To reprint vouchers that did not printed correctly, enter the number of the last voucher that printed correctly.

3. Select the order in which you want the vouchers to print: by **Employee ID**, **Check Location**, or **Department**.

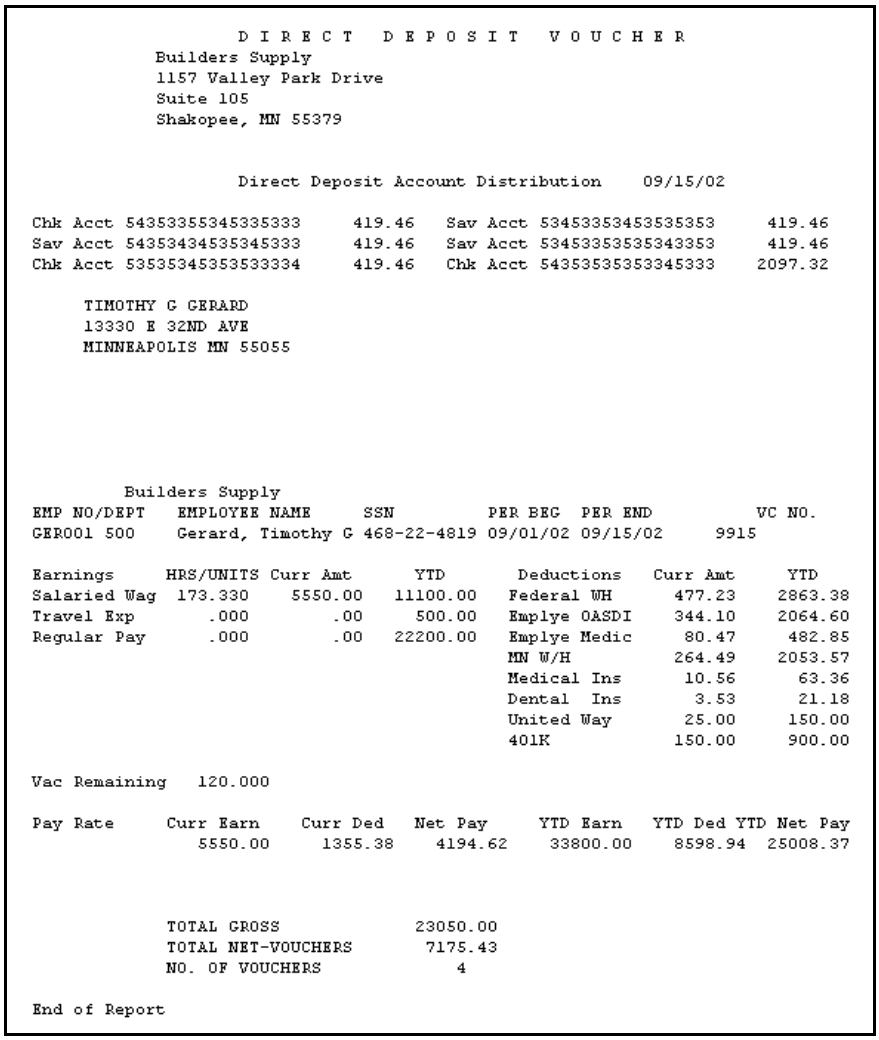
4. Select the kind of remaining leave you want the vouchers to include: **Vacation**, **Sick**, **Both**, or **None**.

5. Select the output device. If you select **Printer** as your output device, place the correct forms in the printer.

Whether the company name and address print on the checks depends on your selection in the Resource Manager **Options and Interfaces** function.

A brief voucher log prints after all vouchers are produced. After the vouchers print, the **Payday Work** menu appears.

Direct Deposit Voucher



```
                    D I R E C T   D E P O S I T   V O U C H E R
            Builders Supply
            1157 Valley Park Drive
            Suite 105
            Shakopee, MN 55379


                    Direct Deposit Account Distribution    09/15/02

Chk Acct 54353355345335333     419.46   Sav Acct 53453353453535353     419.46
Sav Acct 54353434535345333     419.46   Sav Acct 53453353535343353     419.46
Chk Acct 53535345353533334     419.46   Chk Acct 54353535353345333    2097.32

     TIMOTHY G GERARD
     13330 E 32ND AVE
     MINNEAPOLIS MN 55055




         Builders Supply
EMP NO/DEPT   EMPLOYEE NAME     SSN         PER BEG  PER END          VC NO.
GER001 500    Gerard, Timothy G 468-22-4819 09/01/02 09/15/02     9915

Earnings     HRS/UNITS Curr Amt      YTD       Deductions   Curr Amt     YTD
Salaried Wag  173.330    5550.00   11100.00   Federal WH      477.23    2863.38
Travel Exp       .000        .00     500.00   Emplye OASDI    344.10    2064.60
Regular Pay      .000        .00   22200.00   Emplye Medic     80.47     482.85
                                              MN W/H          264.49    2053.57
                                              Medical Ins      10.56      63.36
                                              Dental  Ins       3.53      21.18
                                              United Way       25.00     150.00
                                              401K            150.00     900.00

Vac Remaining   120.000

Pay Rate     Curr Earn    Curr Ded   Net Pay     YTD Earn   YTD Ded YTD Net Pay
               5550.00     1355.38    4194.62    33800.00    8598.94  25008.37



            TOTAL GROSS             23050.00
            TOTAL NET-VOUCHERS       7175.43
            NO. OF VOUCHERS             4

End of Report
```

Void Checks

Use the **Void Checks** function to void checks that you have printed and posted but need to reverse or void. You can create a copy of the voided check so that a new check can be printed for the employee. You cannot, however, void a check from a previous version of Payroll. The check you want to void must be posted to history.

When you select a check to void, the system searches for and verifies the check in the **PAHCxxx** (Check History) file. Then the system checks the **PACHxxx** (Checks) file; if a batch of checks is in process (that is, calculated and/or entered but not posted), you cannot void a check. If the check has been calculated, the system prompts you to reenter time tickets. If you have produced manual checks, you are asked to reenter the check.

Voiding a check is the reverse of posting. The check is backed out; if Payroll interfaces with General Ledger and Bank Reconciliation, the check history is backed out of those applications. The check remains in the **PAHCxxx** file but is marked as a voided check. It prints in the Check History Register, but its totals are not added to the register.

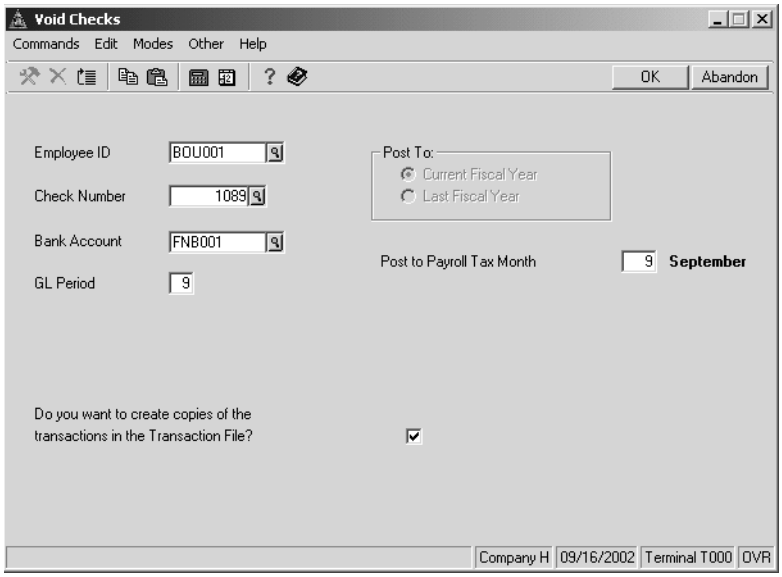
You can choose to make a copy of the check record in the **PACHxxx** file if the check is a manual check. If the check is a calculated check, you can make a copy of the time tickets used to calculate that check in the **PATRxxx** (Transactions) file. You can do this, though, only if the original time tickets are in the **PATHxxx** (Transaction History) file. The check or the transactions will then be re-created in the correct files, and you can edit the check in the **Manual Checks** function or the transaction in the **Payroll Transactions** function.

Before You Begin

Before you void a check, post the checks that you created through the **Calculate Checks** function or that you entered through the **Manual Checks** function.

Void Checks Screen

Select **Void Checks** from the **Payday Work** menu. The Void Checks screen appears.



Inquiry

1. Enter the ID of the employee for which you want to void a check.

Inquiry

2. Enter the check number you want to void.

Inquiry

3. If Payroll interfaces with Bank Reconciliation, enter the bank account to which the check was posted. This field appears only if Payroll interfaces with Bank Reconciliation.

4. The current period appears. Press **Enter** to accept the current period or enter a different GL period to which you want the resulting journal entries posted.

5. If last-year files exist in General Ledger, select the fiscal year to which you want to post.

6. Enter the payroll tax month to which you want to post.

7. If you want to create a copy of the voided check in the **PACHxxx** file, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

8. The voided check is posted to history and to General Ledger (and to Bank Reconciliation if Payroll interfaces with that application). If you want to continue with the void, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

9. Select the output device to print the Void Checks Audit Log. See “Output the Report” on page 1-74 for more information. After the audit log is produced, the **Payday Work** menu appears.

Void Checks Audit Log

09/16/2002 Builders Supply PAGE 1
11:49 AM Void Checks - Post to General Ledger

Description	GL Account	Debit	Credit
Medical Ins	535000	124.00	
Dental Ins	535000	3.52	
United Way	204000	75.00	
Credit Union	999900	50.00	
401K	205000	337.50	
Stock Plan	205000	100.00	
Emplyr Medicare	203200	108.75	
Emplyr OASDI	203200	465.00	
Federal WH	203000	1,215.54	
Emplye Medicare	203200	108.75	
Emplye OASDI	203200	465.00	
MN Unemp Ins	203700	933.10	
MN W/H	203400	436.60	
Net Cash Entry	100000	4,584.09	
Hold. Acct Salaried Wage	202000		7,500.00
Emplyr Medicare	530000		108.75
Emplyr OASDI	530000		465.00
MN Unemp Ins	530000		933.10
GL Balance - Period 09		9,006.85	9,006.85

Employee ID B0U001
Check Number 0001089
Tax Month 09

Posted to Bank Account FNB001 0.00

	Hours	Wages
Job Totals	.000	.00

End of Report

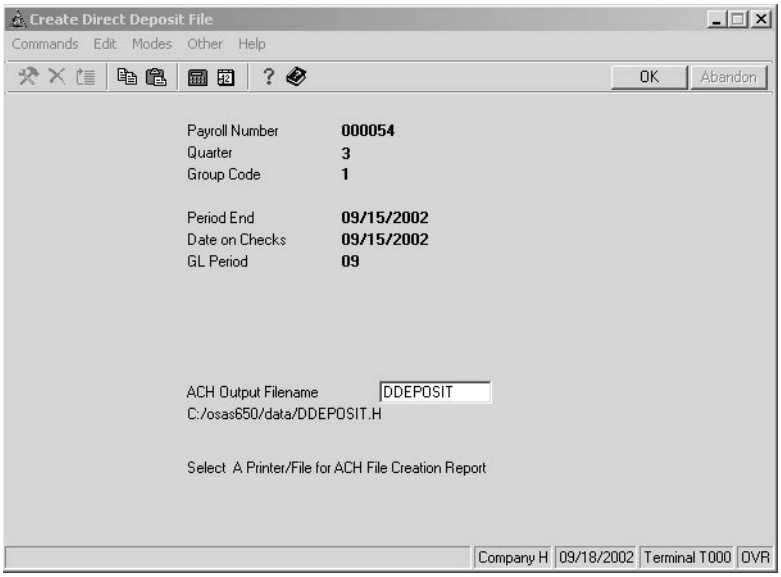
Create Direct Deposit File

Use the **Create Direct Deposit File** function on the **Payday Reports and Posting** submenu of the **Payday Work** menu to create an ACH (Automated Clearing House) file. This function is available only if you have Direct Deposit installed.

The ACH file contains all the direct deposit transaction information for your employees. After you have created the ACH file, send it to your company's bank. You cannot create this file if you are using last-year data, or if employer bank information has not been set up.

Create Direct Deposit File Screen

Select **Create Direct Deposit File** from the **Payday Reports and Posting** submenu. The Create Direct Deposit File screen appears.



The payroll number, quarter, group code, period end, date on checks and GL period appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

Press **Enter** to accept the current file name, or enter a different name. The system appends your company ID to this file name and lists the file's path.

Select the output device to print the ACH File Creation Report summarizing the contents of the file. See "Output the Report" on page 1-74 for more information on output devices. After this report is produced, the **Payday Work** menu appears. This report is for your information only; do not send it to your bank.

ACH File Creation Report

09/18/2002 Builders Supply PAGE 1
12:41 PM ACH File Creation Report
File C:/osas650/data/DDEPOSIT.H Batch: 0000001 Pay Date 09/15/2002

Empl ID	Employee Name	Type	Account Number	Routing Code	Amount
BOU001	Bourne, Linda	Checking	234989834982934	000133333	150.25
		Savings	983997577485875	000133333	200.00
					350.25
GER001	Gerard, Timothy	Checking	54353355345335333	000000013	419.46
		Savings	534533534535353	000000013	419.46
		Savings	54353434535345333	000000013	419.46
		Savings	534533535343353	055000165	419.46
		Checking	535353453533334	055000165	419.46
		Checking	54353535353345333	055000165	2097.32
					4194.62
LUK001	Lukas, George	Savings	569885623	000000026	1710.23
		Checking	232134641	000000026	570.08
					2280.31
BOU001	Bourne, Linda	Checking	234989834982934	000133333	150.25
		Savings	983997577485875	000133333	200.00
					350.25
Total Amount Debited to Company Bank Account:			192839182939128	000133333	7175.43

Total Number of Transactions 12

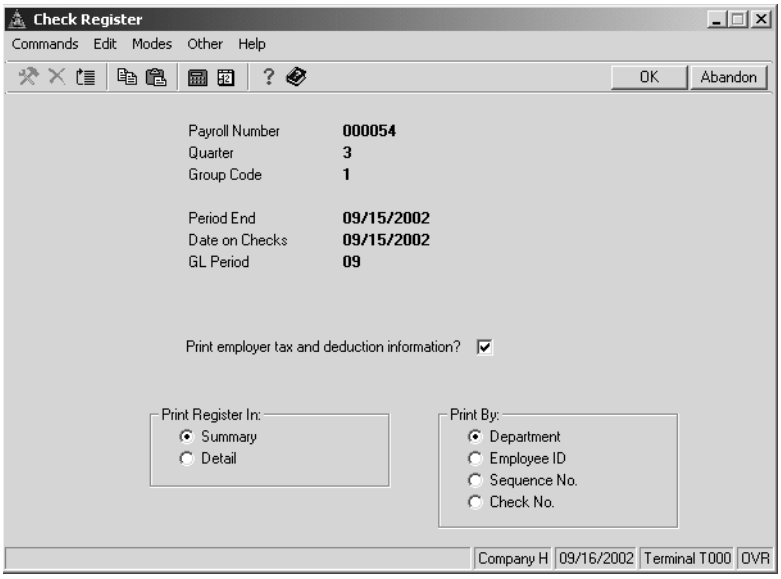
*** End of Report ***

Check Register

The Check Register is a record of the checks issued for an employee group and pay period. It is similar to the Edit Register, except that it contains the number of the check that was printed for each employee and is sorted and subtotaled by department.

Check Register Screen

Select **Check Register** from the **Payday Reports and Posting** submenu. The Check Register screen appears.



The payroll number, quarter, group code, period end, date on checks, and GL period appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

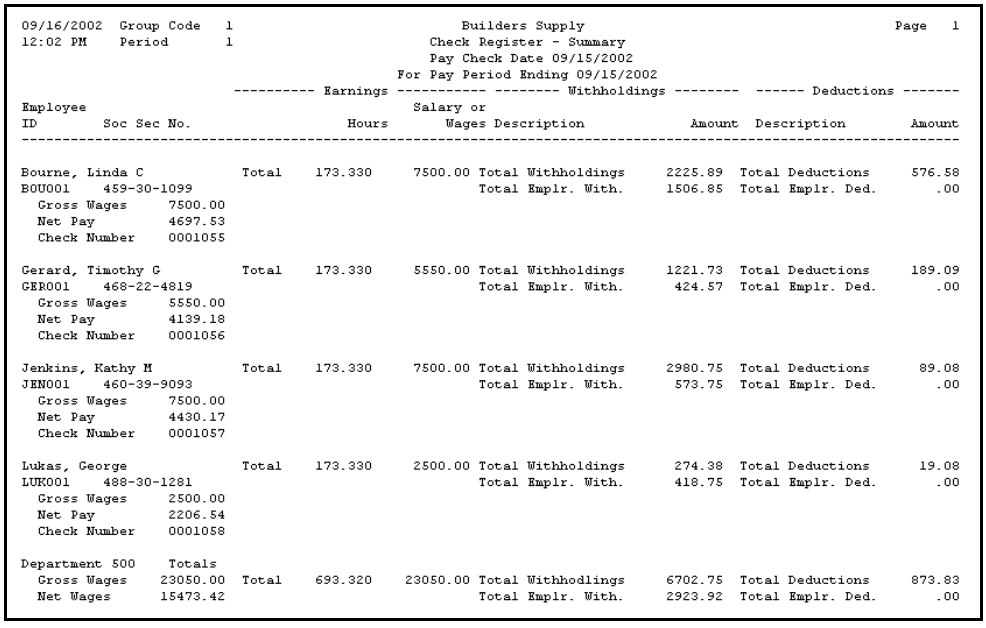
1. If you want employer tax and deduction information in the report, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

2. Select the level of detail you want to include in the register. **Detail** prints earnings, withholdings, and deductions information for all checks in the **PACHxxx** file, while **Summary** prints earnings, withholdings, and deductions involved in the checks.

3. Select the order in which you want to print the report.

4. Select the output device. See “Output the Report” on page 1-74 for more information. After the register is produced, the **Payday Work** menu appears.

Check Register



```
09/16/2002  Group Code   1                          Builders Supply                                          Page   1
12:02 PM    Period       1                        Check Register - Summary
                                                  Pay Check Date 09/15/2002
                                               For Pay Period Ending 09/15/2002
                          ---------- Earnings ---------- -------- Withholdings --------  ------ Deductions -------
Employee                                    Salary or
ID        Soc Sec No.                 Hours       Wages Description            Amount  Description        Amount
-------------------------------------------------------------------------------------------------------------------

Bourne, Linda C           Total    173.330     7500.00 Total Withholdings     2225.89  Total Deductions     576.58
BOU001    459-30-1099                                  Total Emplr. With.     1506.85  Total Emplr. Ded.       .00
  Gross Wages     7500.00
  Net Pay         4697.53
  Check Number    0001055

Gerard, Timothy G         Total    173.330     5550.00 Total Withholdings     1221.73  Total Deductions     189.09
GER001    468-22-4819                                  Total Emplr. With.      424.57  Total Emplr. Ded.       .00
  Gross Wages     5550.00
  Net Pay         4139.18
  Check Number    0001056

Jenkins, Kathy M          Total    173.330     7500.00 Total Withholdings     2980.75  Total Deductions      89.08
JEN001    460-39-9093                                  Total Emplr. With.      573.75  Total Emplr. Ded.       .00
  Gross Wages     7500.00
  Net Pay         4430.17
  Check Number    0001057

Lukas, George             Total    173.330     2500.00 Total Withholdings      274.38  Total Deductions      19.08
LUK001    488-30-1281                                  Total Emplr. With.      418.75  Total Emplr. Ded.       .00
  Gross Wages     2500.00
  Net Pay         2206.54
  Check Number    0001058

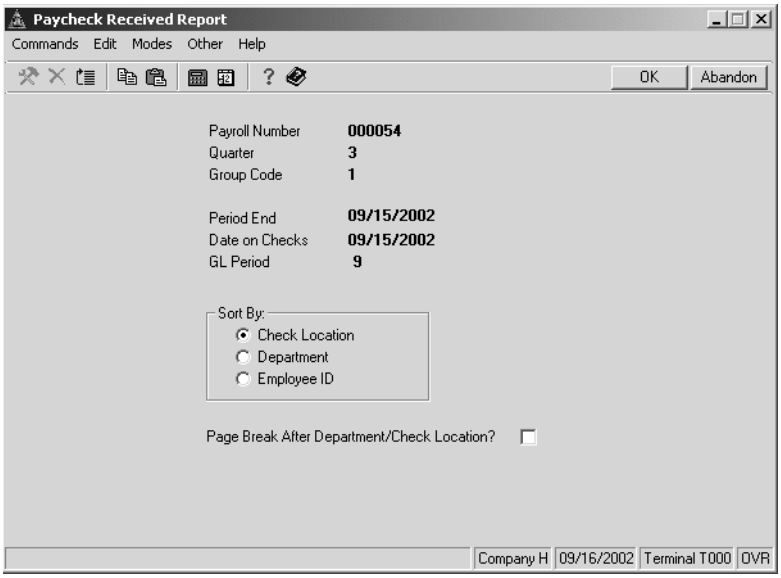
Department 500    Totals
  Gross Wages    23050.00  Total    693.320    23050.00 Total Withhodlings     6702.75  Total Deductions     873.83
  Net Wages      15473.42                                Total Emplr. With.     2923.92  Total Emplr. Ded.       .00
```

Paycheck Received Report

The Paycheck Received Report lists employees scheduled to receive a paycheck. The list has a space for employees to sign for their paychecks. Use the report as a means for recording which employees have received their paychecks or to check which employees are scheduled to receive pay for that pay period.

Paycheck Received Report Screen

Select **Paycheck Received Report** from the **Payday Reports and Posting** submenu. The Paycheck Received Report screen appears.



The payroll number, quarter, group code, period end, date on checks, and GL period appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

1. Select the order in which you want to print the report.

2. If you want each department or check location to be printed on a new page, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

3. Select the output device. See “Output the Report” on page 1-74 for more information. After the report is produced, the **Payday Work** menu appears.

Paycheck Received Report

```
09/16/2002                          Builders Supply                                  Page    1
12:55 PM                        Paycheck Received Report
                                Pay Check Date 09/15/2002

Empl ID Employee Name          SSN          Check #  Date       Ck Loc      Signature
-------------------------------------------------------------------------------------------

BOU001  Bourne, Linda C        459-30-1099  0001094  09/15/02            x

GER001  Gerard, Timothy G      468-22-4819  0001095  09/15/02            x

JEN001  Jenkins, Kathy M       460-39-9093  0001096  09/15/02            x

LUK001  Lukas, George          488-30-1281  0001097  09/15/02            x

          4 Check(s) For Check Location

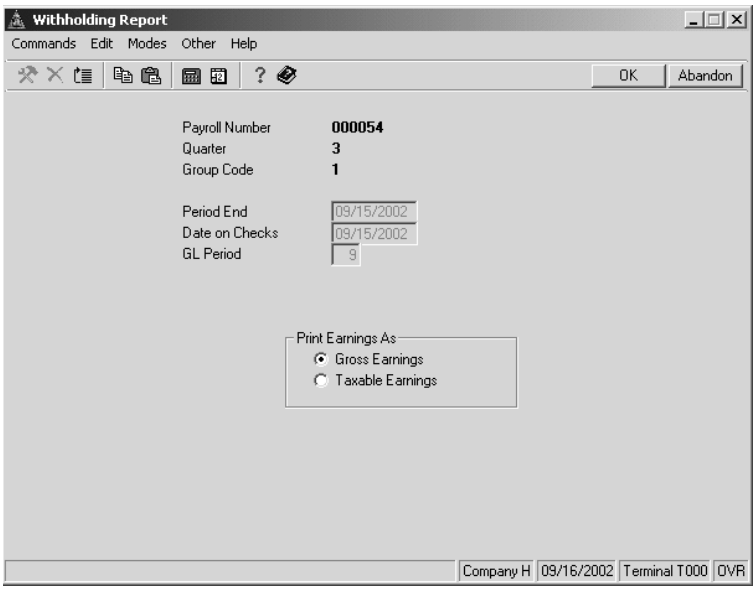

End of Report
```

Withholding Report

Federal, state, and local tax authorities may require your company to make a deposit based on the amounts you withheld from employees' checks. These deposits may be required after each pay period or at the end of every quarter. The Withholding Report is a summary of these employee payroll withholding amounts for one pay period. The Quarterly Withholding Report summarizes the statistics for one quarter.

Withholding Report Screen

Select **Withholding Report** from the **Payday Reports and Posting** submenu. The Withholding Report screen appears.

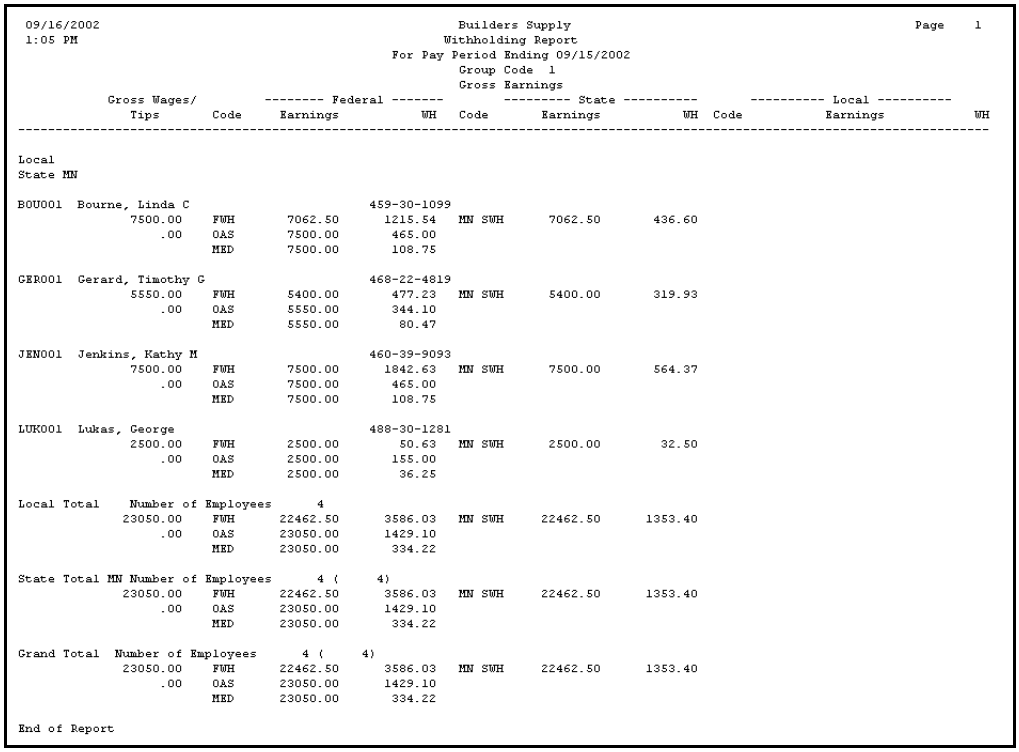


The payroll number, quarter, group code, period end, date on checks, and GL period appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

1. Select the kind of earnings you want in the report. You can choose either gross earnings or taxable earnings.

2. Select the output device. See “Output the Report” on page 1-74 for more information. After the report is produced, the **Payday Work** menu appears.

Withholding Report



09/16/2002 Builders Supply Page 1
1:05 PM Withholding Report
For Pay Period Ending 09/15/2002
Group Code 1
Gross Earnings

	Gross Wages/ Tips	Code	Federal Earnings	Federal WH	State Code	State Earnings	State WH	Local Code	Local Earnings	Local WH
Local										
State MN										
BOU001 Bourne, Linda C				459-30-1099						
	7500.00	FWH	7062.50	1215.54	MN SWH	7062.50	436.60			
	.00	OAS	7500.00	465.00						
		MED	7500.00	108.75						
GER001 Gerard, Timothy G				468-22-4819						
	5550.00	FWH	5400.00	477.23	MN SWH	5400.00	319.93			
	.00	OAS	5550.00	344.10						
		MED	5550.00	80.47						
JEN001 Jenkins, Kathy M				460-39-9093						
	7500.00	FWH	7500.00	1842.63	MN SWH	7500.00	564.37			
	.00	OAS	7500.00	465.00						
		MED	7500.00	108.75						
LUK001 Lukas, George				488-30-1281						
	2500.00	FWH	2500.00	50.63	MN SWH	2500.00	32.50			
	.00	OAS	2500.00	155.00						
		MED	2500.00	36.25						
Local Total	Number of Employees 4									
	23050.00	FWH	22462.50	3586.03	MN SWH	22462.50	1353.40			
	.00	OAS	23050.00	1429.10						
		MED	23050.00	334.22						
State Total MN	Number of Employees 4 (4)									
	23050.00	FWH	22462.50	3586.03	MN SWH	22462.50	1353.40			
	.00	OAS	23050.00	1429.10						
		MED	23050.00	334.22						
Grand Total	Number of Employees 4 (4)									
	23050.00	FWH	22462.50	3586.03	MN SWH	22462.50	1353.40			
	.00	OAS	23050.00	1429.10						
		MED	23050.00	334.22						

End of Report

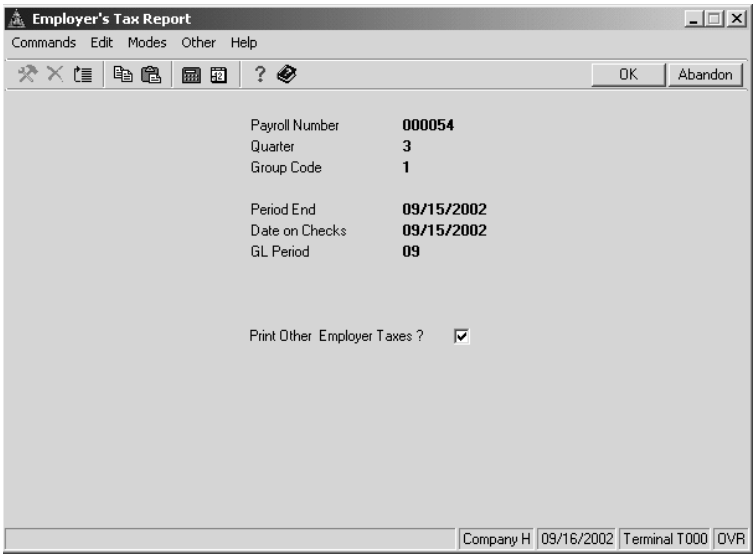
Employer’s Tax Report

The Employer’s Tax Report provides a record of the company’s wage limits for taxes (for example, OASDI, Medicare, SUI, and FUTA) and wages in excess of the limits.

The liability calculations in this report are approximate because of rounding differences and may vary from actual posting totals. Compare the totals with those in the Employer’s Liability Report for the actual liabilities.

Employer’s Tax Report Screen

Select **Employer’s Tax Report** from the **Payday Reports and Posting** submenu. The Employer’s Tax Report screen appears.



The payroll number, quarter, group code, period end, date on checks, and GL period appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

1. If you want to print other employer taxes, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

2. Select the output device. See "Output the Report" on page 1-74 for more information. After the report is produced, the **Payday Work** menu appears.

Employer's Tax Report

```
09/16/2002                                    Builders Supply                                    Page    1
1:13 PM                                    Employer's Tax Report
                                        For Pay Period Ending 09/15/2002
                                                Group Code  1

State MN
                    Gross     Adv      -- Employer FICA (60600/NO LIMIT) --     ----- SUI (15300) -----     ------ FUTA ( 7000) ----
                    Wages     EIC       Earnings     FICA Tips  Excess FICA      Earnings    Excess SUI      Earnings   Excess FUTA
-------------------------------------------------------------------------------------------------------------------------------------

B0U001  Bourne, Linda C                          459-30-1099
                  7500.00       .00      7500.00          .00          .00          .00       7062.50          .00       7062.50
                                         7500.00                       .00

GER001  Gerard, Timothy G                        468-22-4819
                  5550.00       .00      5550.00          .00          .00          .00       5400.00          .00       5400.00
                                         5550.00                       .00

JEN001  Jenkins, Kathy M                         460-39-9093
                  7500.00       .00      7500.00          .00          .00          .00       7500.00          .00       7500.00
                                         7500.00                       .00

LUK001  Lukas, George                            488-30-1281
                  2500.00       .00      2500.00          .00          .00      2500.00          .00          .00       2500.00
                                         2500.00                       .00

State Total MN Number of employees      4
                 23050.00       .00     23050.00          .00          .00      2500.00      19962.50          .00      22462.50
                                        23050.00                       .00

SUI Liability
          2500.00 * .09100  =       227.50


Grand Total     Number of employees      4  (     4)
                 23050.00       .00     23050.00          .00          .00      2500.00      19962.50          .00      22462.50
                                        23050.00                       .00

OASDI Liability
         23050.00  * .06200 =      1429.10

Medicare Liabliity
         23050.00  * .01450 =       334.23

FUTA Liability
              .00  * .06200 =          .00
```

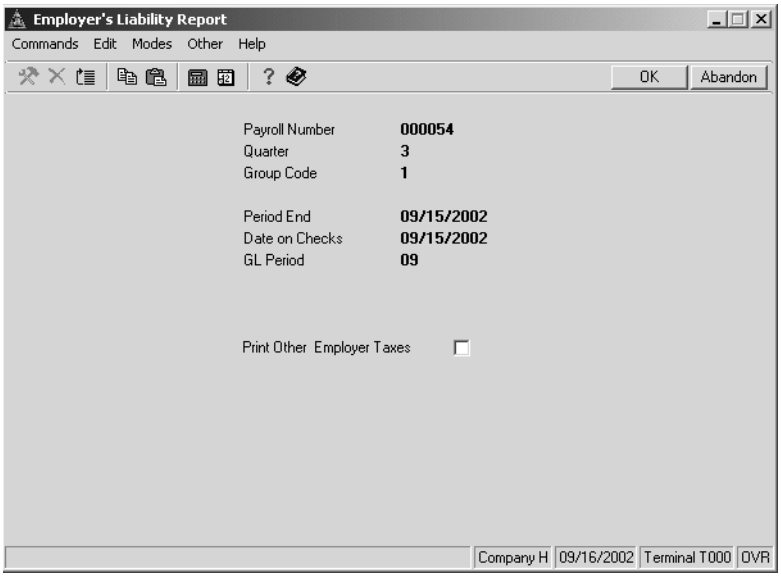
Employer’s Liability Report

Federal and state authorities may require your company to make a deposit based on the amounts calculated for employer taxes. The deposits may be required after each pay period or at the end of every quarter. The Employer’s Liability Report is a summary of the employer payroll liability amounts for one pay period. The Quarterly Employer’s Tax Report summarizes the liabilities for one quarter.

The Employer’s Liability Report shows the employer’s liability for taxes (OASDI, Medicare, SUI, and FUTA) based on taxable earnings for the pay period. The totals in the report are the actual liability. Check them against the approximate totals in the Employer’s Tax Report.

Employer’s Liability Report Screen

Select **Employer’s Liability Report** from the **Payday Reports and Posting** submenu. The Employer’s Liability Report screen appears.

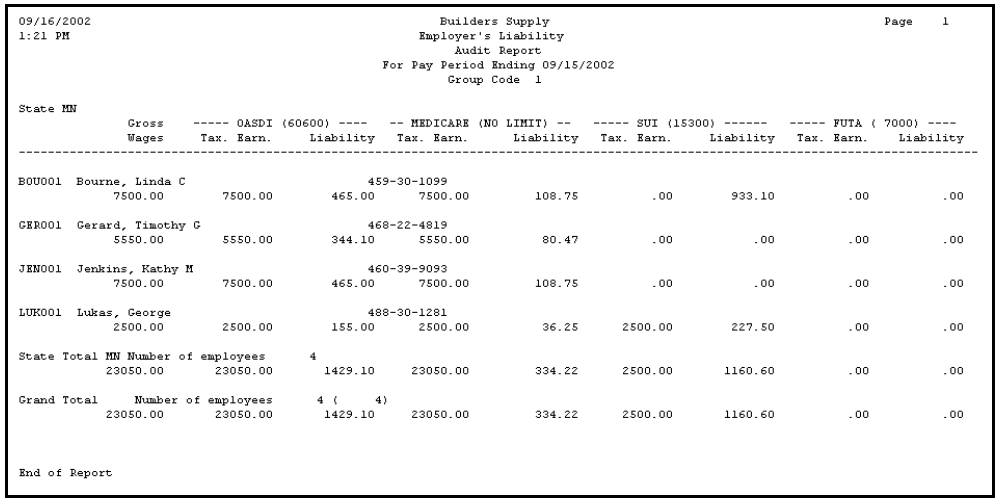


The payroll number, quarter, group code, period end, date on checks, and GL period appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

1. If you want to print other employer taxes, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

2. Select the output device. See "Output the Report" on page 1-74 for more information. After the report is produced, the **Payday Work** menu appears.

Employer's Liability Report



09/16/2002 Builders Supply Page 1
1:21 PM Employer's Liability
Audit Report
For Pay Period Ending 09/15/2002
Group Code 1

State MN

	Gross Wages	OASDI (60600) Tax. Earn.	OASDI (60600) Liability	MEDICARE (NO LIMIT) Tax. Earn.	MEDICARE (NO LIMIT) Liability	SUI (15300) Tax. Earn.	SUI (15300) Liability	FUTA (7000) Tax. Earn.	FUTA (7000) Liability
B0U001 Bourne, Linda C			459-30-1099						
	7500.00	7500.00	465.00	7500.00	108.75	.00	933.10	.00	.00
GER001 Gerard, Timothy G			468-22-4819						
	5550.00	5550.00	344.10	5550.00	80.47	.00	.00	.00	.00
JEN001 Jenkins, Kathy M			460-39-9093						
	7500.00	7500.00	465.00	7500.00	108.75	.00	.00	.00	.00
LUK001 Lukas, George			488-30-1281						
	2500.00	2500.00	155.00	2500.00	36.25	2500.00	227.50	.00	.00
State Total MN Number of employees 4									
	23050.00	23050.00	1429.10	23050.00	334.22	2500.00	1160.60	.00	.00
Grand Total Number of employees 4 (4)									
	23050.00	23050.00	1429.10	23050.00	334.22	2500.00	1160.60	.00	.00

End of Report

Pay Period Deduction Report

The Pay Period Deduction Report is a list of your company's payroll deductions and the employees who had amounts deducted from their paychecks for each deduction.

Pay Period Deduction Report Screen

Select **Pay Period Deduction Report** from the **Payday Reports and Posting** submenu. The Pay Period Deduction Report screen appears.

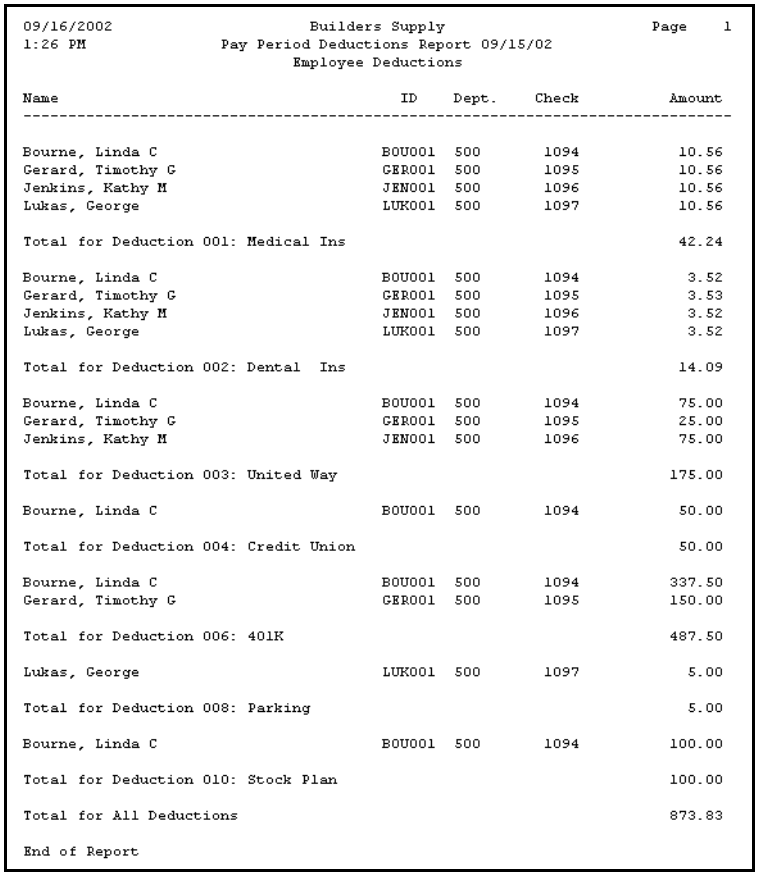
The payroll number, quarter, group code, period end, date on checks, and GL period appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

1. If you want each deduction to be printed on a separate page, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

2. Select the type of deductions you want to include in the report. You can include employee deductions, employer deductions, or both.

3. Select the output device. See “Output the Report” on page 1-74 for more information. After the report is produced, the **Payday Work** menu appears.

Pay Period Deduction Report



09/16/2002 Builders Supply Page 1
1:26 PM Pay Period Deductions Report 09/15/02
Employee Deductions

Name	ID	Dept.	Check	Amount
Bourne, Linda C	BOU001	500	1094	10.56
Gerard, Timothy G	GER001	500	1095	10.56
Jenkins, Kathy M	JEN001	500	1096	10.56
Lukas, George	LUK001	500	1097	10.56
Total for Deduction 001: Medical Ins				42.24
Bourne, Linda C	BOU001	500	1094	3.52
Gerard, Timothy G	GER001	500	1095	3.53
Jenkins, Kathy M	JEN001	500	1096	3.52
Lukas, George	LUK001	500	1097	3.52
Total for Deduction 002: Dental Ins				14.09
Bourne, Linda C	BOU001	500	1094	75.00
Gerard, Timothy G	GER001	500	1095	25.00
Jenkins, Kathy M	JEN001	500	1096	75.00
Total for Deduction 003: United Way				175.00
Bourne, Linda C	BOU001	500	1094	50.00
Total for Deduction 004: Credit Union				50.00
Bourne, Linda C	BOU001	500	1094	337.50
Gerard, Timothy G	GER001	500	1095	150.00
Total for Deduction 006: 401K				487.50
Lukas, George	LUK001	500	1097	5.00
Total for Deduction 008: Parking				5.00
Bourne, Linda C	BOU001	500	1094	100.00
Total for Deduction 010: Stock Plan				100.00
Total for All Deductions				873.83

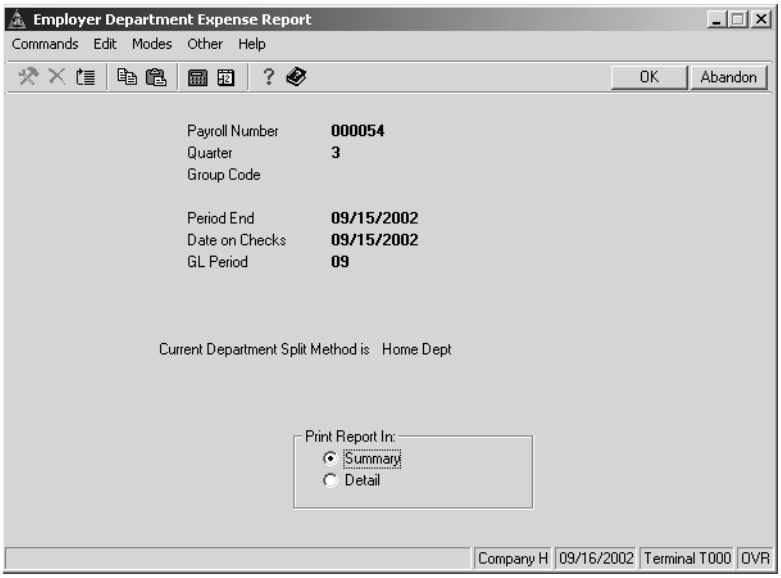
End of Report

Employer Department Expense Report

Produce the Employer Department Expense Report before posting to see how employer deductions and withholdings post to the department file.

Employer Department Expense Report Screen

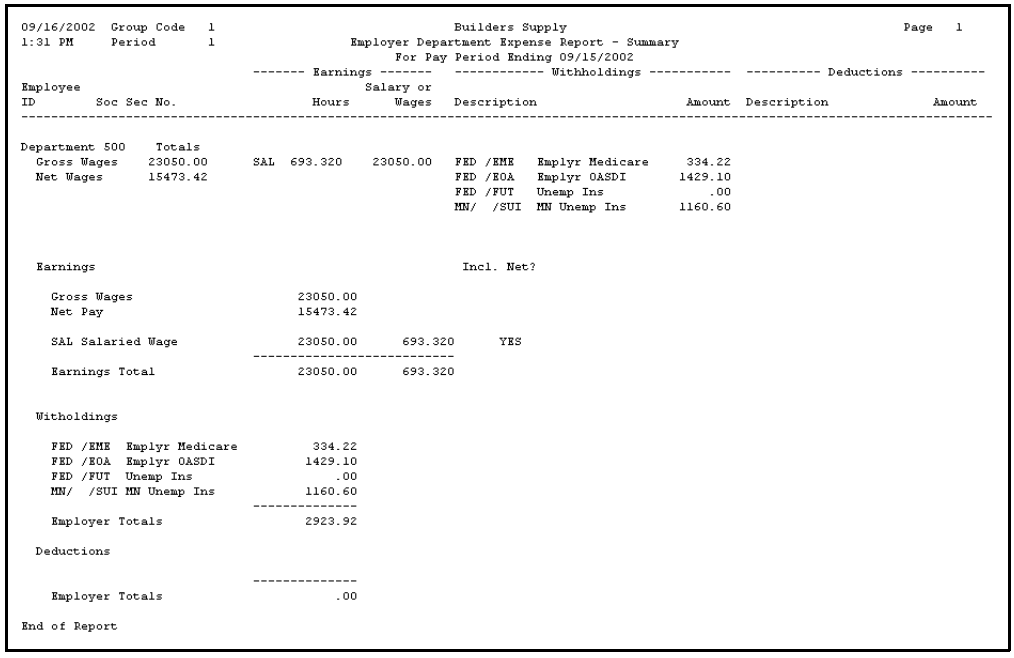
Select **Employer Department Expense Report** from the **Payday Reports and Posting** submenu. The Employer Department Expense Report screen appears.



1. Select the amount of detail you want to include in the report.

2. Select the output device. See “Output the Report” on page 1-74 for more information. After the report is produced, the **Payday Work** menu appears.

Employer Department Expense Report



```
09/16/2002  Group Code   1                          Builders Supply                                          Page   1
1:31 PM     Period       1              Employer Department Expense Report - Summary
                                             For Pay Period Ending 09/15/2002
                              ------- Earnings -------   ------------ Withholdings ------------  ---------- Deductions ----------
Employee                                     Salary or
ID        Soc Sec No.                 Hours      Wages   Description                    Amount  Description              Amount
-------------------------------------------------------------------------------------------------------------------------------

Department 500    Totals
  Gross Wages    23050.00      SAL  693.320    23050.00   FED /EME   Emplyr Medicare     334.22
  Net Wages      15473.42                                 FED /EOA   Emplyr OASDI       1429.10
                                                          FED /FUT   Unemp Ins             .00
                                                          MN/  /SUI  MN Unemp Ins       1160.60



  Earnings                                                 Incl. Net?

    Gross Wages                    23050.00
    Net Pay                        15473.42

    SAL Salaried Wage              23050.00      693.320      YES
                                 ------------------------
    Earnings Total                 23050.00      693.320


  Witholdings

    FED /EME  Emplyr Medicare        334.22
    FED /EOA  Emplyr OASDI          1429.10
    FED /FUT  Unemp Ins                .00
    MN/  /SUI MN Unemp Ins          1160.60
                                 --------------
    Employer Totals                2923.92

  Deductions

                                 --------------
    Employer Totals                    .00

End of Report
```

Post Checks

When you post checks, these things happen:

- The **PAEDxxx** (Employee History Deduction), **PAEExxx** (Employee Earnings History), **PAEGxxx** (Employee General Information), **PAEWxxx** (Employee Withholding History), **PAEMxxx** (Employee Miscellaneous History), and **PAHVxxx** (Leave Adjustment History) files are updated with check information.

- The **PATPxxx** (Transactions Post) file is cleared to accept the next set of transactions entered through the **Payroll Transactions** function.

- The department records for salaried employees are updated. If an employee works in more than one department, the taxes paid by the employer are posted to each of those departments.

- If Payroll interfaces with Job Cost, manual checks are posted to Job Cost.

- The paychecks detail is transferred to the **PAHCxxx** (Check History), **PAHDxxx** (Check Deductions History), **PAHExxx** (Check Earnings History), and **PAHWxxx** (Check Withholdings History) files if you elected to keep check history in the Resource Manager **Options and Interfaces** function.

- The pay period detail is posted to the **GLJRxxx** (Journal) file for the current or the last fiscal year (if Payroll interfaces with General Ledger).

- Summary disbursement entries of the checks are created in the **BRTRxxx** (Transactions) file (if Payroll interfaces with Bank Reconciliation).

- The information in the **PACHxxx** (Checks) file is erased to make way for check calculation for other groups of employees.

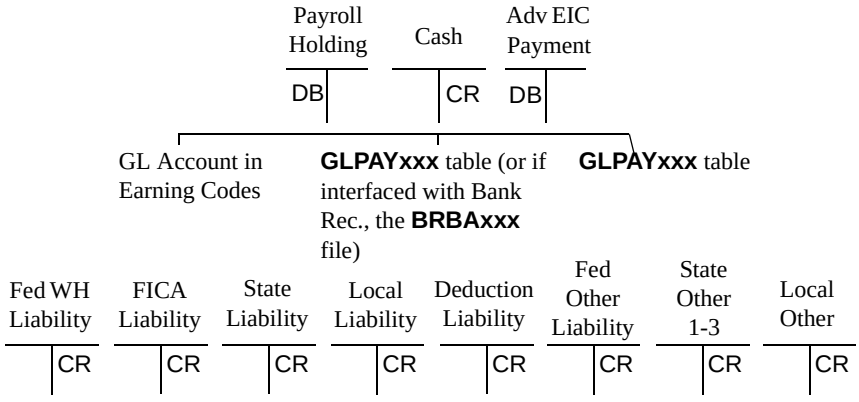
- The number of weeks each employee worked is calculated.

- The payroll number in the **PACTLxxx** table is incremented.
- The vacation and sick hours for employees are automatically updated if you selected this option.

When you post checks, the information that is posted cannot be edited later.

Employee Posting Entries

Below is an illustration of the employee portion of the entries that are made when Payroll interfaces with General Ledger:

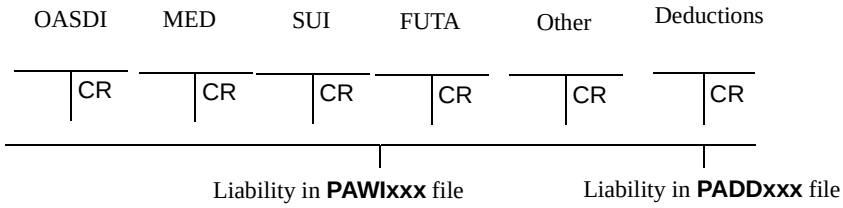


All these accounts are set up in the **PAWIxxx** (Withholdings) file and post to the GL account number entered in the file, except for the deduction liability account, which posts to the **PADDxxx** (Deductions) file.

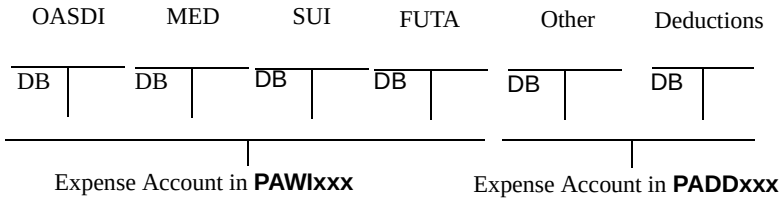
If Payroll interfaces with Bank Reconciliation, the cash account comes from the BR bank account you enter in the **Post Checks** function; otherwise, it comes from the **GLPAYxxx** table. The payroll holding account comes from the earnings code and advance EIC payment account comes from the **GLPAYxxx** table. The liability, state-other, and local-other accounts come from the **PAWIxxx** file.

Employer Posting Entries

Below is an illustration of the employer portion of the entries that are made to General Ledger:



After posting:



The entries required for payroll processing are made in two parts:

- When you post checks, credits for net pay, deductions and taxes are posted; a payroll holding account is debited for the gross pay; advance EIC is debited; and employer expenses are posted.
- Posted amounts do not include the types of other pay that are excluded from the employer's net pay, nor are these other-pay types posted to department expense accounts. Only the types of other pay that are included in net pay are posted.
- When you post expenses to General Ledger, gross pay is distributed to the appropriate departmental expense accounts.

Before You Post

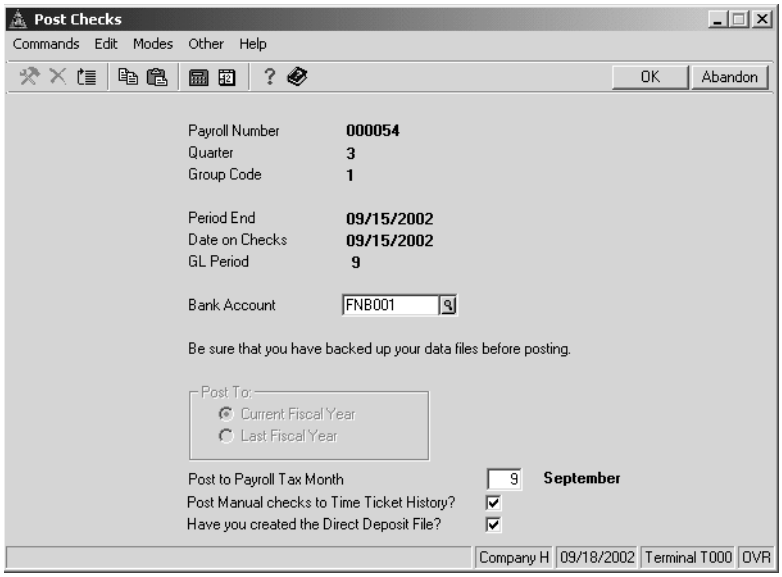
If you have a multiuser system, make sure that no one else is using the Payroll system. You cannot post if someone else is using Payroll functions. In addition, if Payroll interfaces with General Ledger, make sure that no one else is accessing the **GLJRxxx** file.

Back up your data files. Power surges or equipment failures can result in the loss of information.

If you have Direct Deposit installed, you must use the **Create Direct Deposit File** function before you can post.

Post Checks Screen

Select **Post Checks** from the **Payday Reports and Posting** submenu. The Post Checks screen appears.



The payroll number, quarter, group code, period end, date on checks, and GL period appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

Inquiry

1. If Payroll/Direct Deposit interfaces with Bank Reconciliation, enter the bank account on which these checks are drawn.

2. If Payroll interfaces with General Ledger and the system detects last-year files, you must select the current or the previous fiscal year to which to post the checks.

3. Enter the payroll tax month you want updated by the post for month-end processing. The month you enter prints on the Post Checks Log to help you summarize checks for reporting purposes.

4. If you want manual check entries to be posted to time ticket history, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

5. If you have created the direct deposit file, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode), exit the function, and do so before continuing.

6. Select the output device for the posting log. See “Output the Report” on page 1-74 for more information.

The liabilities listed in the posting log may differ from those in the Employer’s Tax Report because of rounding differences in the Employer’s Tax Report. The Post Checks Log and the Employer’s Liability Report show actual totals.

After posting completes and the posting log is produced, the **Payday Work** menu appears.

Post Checks Log

09/16/2002 Builders Supply PAGE 1
11:41 AM Post Checks

Description	GL Account	Debit	Credit
Medical Ins	535000		161.36
Dental Ins	535000		17.48
United Way	204000		182.50
Credit Union	999900		60.00
401K	205000		487.50
Parking	801000		5.00
Stock Plan	205000		100.00
Emplyr Medicare	203200		337.93
Emplyr OASDI	203200		1,444.91
Unemp Ins	203600		15.81
Federal WH	203000		3,586.03
Emplye Medicare	203200		337.93
Emplye OASDI	203200		1,444.91
MN Unemp Ins	203700		3,767.41
MN W/H	203400		1,353.40
Net Cash Entry	100000		15,568.89
Hold. Acct Regular Pay	202000	255.00	
Hold. Acct Salaried Wage	202000	23,050.00	
Emplyr Medicare	530000	337.93	
Emplyr OASDI	530000	1,444.91	
Unemp Ins	530000	15.81	
MN Unemp Ins	530000	3,767.41	
GL Balance - Period 09		28,871.06	28,871.06

Posted to Tax Month 9

Posted to Bank Account FNB001 15,568.89

	Hours	Wages
Job Totals	.000	.00

End of Report

Payroll Reports 7

Printing a Payroll Report	7-3
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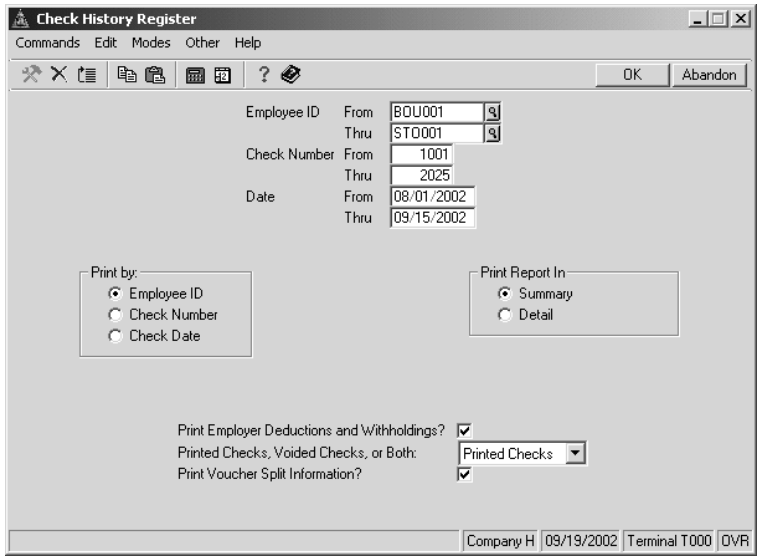
Printing a Payroll Report

The functions on the **Payroll Reports** menu let you print reports of information resulting from transaction and check entry, such as employee earning and deduction amounts or employee leave amounts. These lists give you valuable information about your employees' payroll totals and serve as part of your company's audit trail.

You produce all payroll reports in the same way. Use the instructions below to print a payroll report, modifying the procedure as necessary for the report you are printing. For example, if the screen for the report you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print a payroll report:

1. Select the report you want to print from the **Payroll Reports** menu. The selection screen for that report appears. The Check History Register screen is shown below as an example.



Inquiry

2. Select the range of information to include in the list in the **From** and **Thru** fields. The **Inquiry** (**F2**) command is usually available for these fields to let you select beginning and end range values from the list that appears.

   Leave these fields blank to include all values in the list.

3. If the screen contains entry fields (for example, for entering date ranges, check number ranges, codes, or financial quarters or periods), enter the appropriate values to use when printing the report.

4. If the screen contains options that control whether the report is printed in summary or in detail, select the option you want to use. Summary reports generally present only grand totals for employees while detail reports print totals for each employee.

5. If the screen contains options that control how information is sorted, select the option you want to use to sort the information. You can select only one sort option.

6. If the screen contains options or combo boxes that control what prints on the report, select the option corresponding to the type of information you want to print. You can select only one print option.

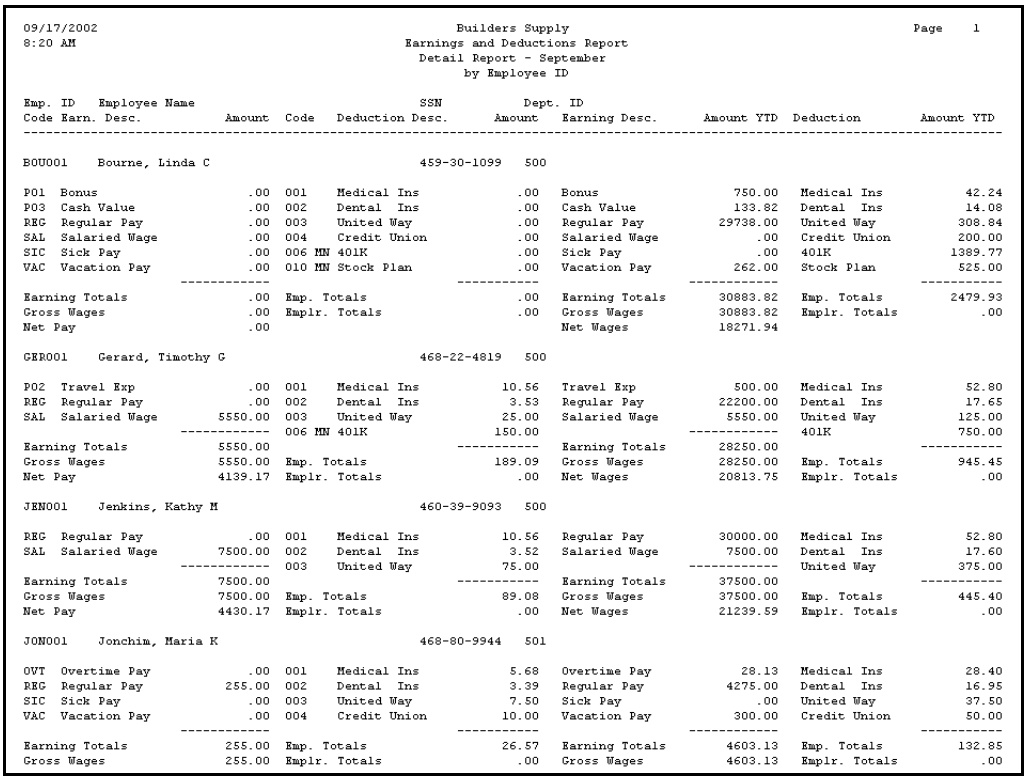
7. If the screen contains check boxes or Yes/No fields that control how additional information prints on the list, select the check box (or enter **Y** in text mode) to use that option when printing the list. Clear the check box (or enter **N** in text mode) if you do not want to use that option.

8. Select the output device to begin printing the report. See “Output the Report” on page 1-74 for more information. After you produce the report, the **Payroll Reports** menu appears.

Earnings and Deductions Report

Use the **Earnings and Deductions Report** function to print a detail or a summary report of employee month-to-date, quarter-to-date, and year-to-date earnings and deductions. The information in this report comes from the **PAEDxxx** (Employee Deductions History), **PAEExxx** (Employee Earnings History), and **PAEGxxx** (Employee General Information) files.

Earnings and Deductions Report



09/17/2002 Builders Supply Page 1
8:20 AM Earnings and Deductions Report
Detail Report - September
by Employee ID

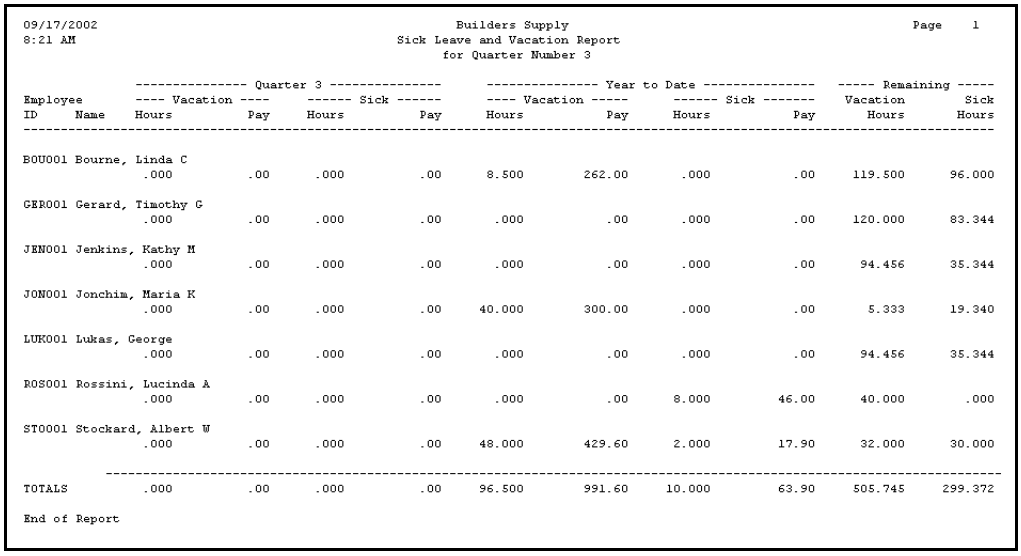
Emp. ID / Code	Employee Name / Earn. Desc.	Amount	Code	Deduction Desc.	Amount	Earning Desc.	Amount YTD	Deduction	Amount YTD
BOU001	Bourne, Linda C			459-30-1099	500				
P01	Bonus	.00	001	Medical Ins	.00	Bonus	750.00	Medical Ins	42.24
P03	Cash Value	.00	002	Dental Ins	.00	Cash Value	133.82	Dental Ins	14.08
REG	Regular Pay	.00	003	United Way	.00	Regular Pay	29738.00	United Way	308.84
SAL	Salaried Wage	.00	004	Credit Union	.00	Salaried Wage	.00	Credit Union	200.00
SIC	Sick Pay	.00	006 MN	401K	.00	Sick Pay	.00	401K	1389.77
VAC	Vacation Pay	.00	010 MN	Stock Plan	.00	Vacation Pay	262.00	Stock Plan	525.00
Earning Totals		.00	Emp. Totals		.00	Earning Totals	30883.82	Emp. Totals	2479.93
Gross Wages		.00	Emplr. Totals		.00	Gross Wages	30883.82	Emplr. Totals	.00
Net Pay		.00				Net Wages	18271.94		
GER001	Gerard, Timothy G			468-22-4819	500				
P02	Travel Exp	.00	001	Medical Ins	10.56	Travel Exp	500.00	Medical Ins	52.80
REG	Regular Pay	.00	002	Dental Ins	3.53	Regular Pay	22200.00	Dental Ins	17.65
SAL	Salaried Wage	5550.00	003	United Way	25.00	Salaried Wage	5550.00	United Way	125.00
			006 MN	401K	150.00			401K	750.00
Earning Totals		5550.00				Earning Totals	28250.00		
Gross Wages		5550.00	Emp. Totals		189.09	Gross Wages	28250.00	Emp. Totals	945.45
Net Pay		4139.17	Emplr. Totals		.00	Net Wages	20813.75	Emplr. Totals	.00
JEN001	Jenkins, Kathy M			460-39-9093	500				
REG	Regular Pay	.00	001	Medical Ins	10.56	Regular Pay	30000.00	Medical Ins	52.80
SAL	Salaried Wage	7500.00	002	Dental Ins	3.52	Salaried Wage	7500.00	Dental Ins	17.60
			003	United Way	75.00			United Way	375.00
Earning Totals		7500.00				Earning Totals	37500.00		
Gross Wages		7500.00	Emp. Totals		89.08	Gross Wages	37500.00	Emp. Totals	445.40
Net Pay		4430.17	Emplr. Totals		.00	Net Wages	21239.59	Emplr. Totals	.00
JON001	Jonchim, Maria K			468-80-9944	501				
OVT	Overtime Pay	.00	001	Medical Ins	5.68	Overtime Pay	28.13	Medical Ins	28.40
REG	Regular Pay	255.00	002	Dental Ins	3.39	Regular Pay	4275.00	Dental Ins	16.95
SIC	Sick Pay	.00	003	United Way	7.50	Sick Pay	.00	United Way	37.50
VAC	Vacation Pay	.00	004	Credit Union	10.00	Vacation Pay	300.00	Credit Union	50.00
Earning Totals		255.00	Emp. Totals		26.57	Earning Totals	4603.13	Emp. Totals	132.85
Gross Wages		255.00	Emplr. Totals		.00	Gross Wages	4603.13	Emplr. Totals	.00

Sick Leave and Vacation Report

The Sick Leave and Vacation Report lists the month-to-date, quarter-to-date, and year-to-date sick leave and vacation hours employees have used, the number of such hours they have left for the year, and the amounts they have been paid so far for vacation and sick time for both current and terminated employees. The report's information comes from the **PAEExxx** (Employee Earnings History) and **PAEGxxx** (Employee General Information) files.

This report is useful in several situations. For example, employees might need to know how much vacation time they have left for the year. (You can also choose to print remaining sick and vacation time on the employee's paychecks—see page 6-29.) Managers might want to know how much vacation time employees have left so that they can plan staffing for projects. And the personnel department might want to acknowledge perfect attendance records with an award.

Sick Leave and Vacation Report



09/17/2002 Builders Supply Page 1
8:21 AM Sick Leave and Vacation Report
for Quarter Number 3

Employee ID	Name	Quarter 3 Vacation Hours	Quarter 3 Vacation Pay	Quarter 3 Sick Hours	Quarter 3 Sick Pay	Year to Date Vacation Hours	Year to Date Vacation Pay	Year to Date Sick Hours	Year to Date Sick Pay	Remaining Vacation Hours	Remaining Sick Hours
BOU001	Bourne, Linda C	.000	.00	.000	.00	8.500	262.00	.000	.00	119.500	96.000
GER001	Gerard, Timothy G	.000	.00	.000	.00	.000	.00	.000	.00	120.000	83.344
JEN001	Jenkins, Kathy M	.000	.00	.000	.00	.000	.00	.000	.00	94.456	35.344
JON001	Jonchim, Maria K	.000	.00	.000	.00	40.000	300.00	.000	.00	5.333	19.340
LUK001	Lukas, George	.000	.00	.000	.00	.000	.00	.000	.00	94.456	35.344
ROS001	Rossini, Lucinda A	.000	.00	.000	.00	.000	.00	8.000	46.00	40.000	.000
ST0001	Stockard, Albert W	.000	.00	.000	.00	48.000	429.60	2.000	17.90	32.000	30.000
TOTALS		.000	.00	.000	.00	96.500	991.60	10.000	63.90	505.745	299.372

End of Report

Transaction History Report

Use the **Transaction History Report** function to print a detail or a summary report of the miscellaneous deductions and time ticket entries you recorded. The information in this report comes from the **PAEGxxx** (Employee General Information) and **PATHxxx** (Transaction History) files.

If you did not elect to save transaction history in the Resource Manager **Options and Interfaces** function, you cannot produce this report.

Transaction History Report

09/17/2002 Builders Supply Page 1
8:22 AM Transaction History Report
Detail by Employee

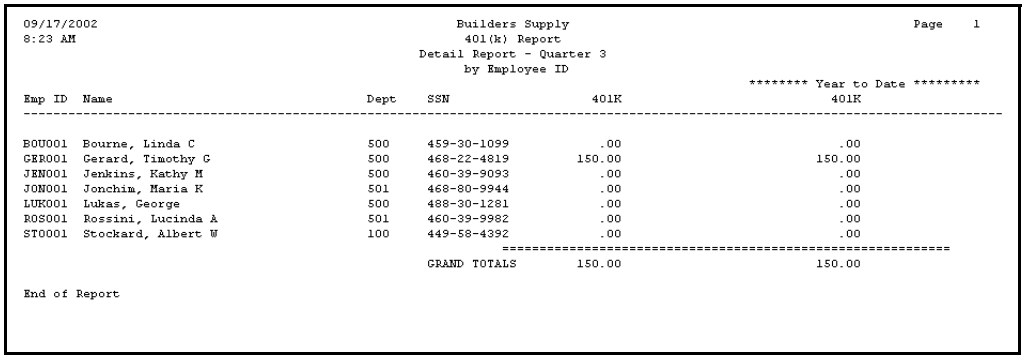
Employee Name Emp ID	H/S	Date	Dept	Job	Phase	Cost Code	Class	Rate	Pieces	Type	Code	Hours	Amount	Note
BOU001	S	09/11/2002	500				Prs	3.000	2	PAY	SAL	34.000	102.00	Voided
BOU001	S	09/11/2002	500			000	Prs	.000	0	DED	001	34.000	2134124.00	Voided
BOU001	S	09/11/2002	500			000	Prs	1.000	0	PAY	SAL	4.000	4.00	Voided
BOU001	S	09/11/2002	500			000	Prs	3.000	0	PAY	SAL	34.000	102.00	Voided
BOU001	S	09/11/2002	500			000	Prs	.000	0	DED	001	34.000	124.00	Voided
BOU001	S	09/11/2002	500			000	Prs	3.000	2	PAY	SAL	34.000	102.00	Voided
BOU001	S	09/11/2002	500			000	Prs	.000	0	DED	001	34.000	124.00	Voided
Employee BOU001 Bourne, Linda C Earning Totals									0			.000	.00	
Deduction Totals												.000	.00	
JON001	H	09/11/2002	501			000	SEC	7.500	0	PAY	REG	34.000	255.00	Regular Pay
JON001	H	09/11/2002	501			000	SEC	7.500	0	PAY	REG	34.000	255.00	Regular Pay
JON001	H	09/11/2002	501			000	SEC	7.500	0	PAY	REG	34.000	255.00	Regular Pay
Employee JON001 Jonchim, Maria K Earning Totals									0			102.000	765.00	
Deduction Totals												.000	.00	
Grand Totals; Earnings									0			102.000	765.00	
Grand Totals; Deductions												.000	.00	

End of Report

401(k) Report

The 401(k) Report displays the deductions and matching codes and amounts for each employee in the selection. Use the report to audit employee and employer contributions to employee retirement plans.

401(k) Report



09/17/2002 Builders Supply Page 1
8:23 AM 401(k) Report
Detail Report - Quarter 3
by Employee ID

Emp ID	Name	Dept	SSN	401K	******** Year to Date ********* 401K
BOU001	Bourne, Linda C	500	459-30-1099	.00	.00
GER001	Gerard, Timothy G	500	468-22-4819	150.00	150.00
JEN001	Jenkins, Kathy M	500	460-39-9093	.00	.00
JON001	Jonchim, Maria K	501	468-80-9944	.00	.00
LUK001	Lukas, George	500	488-30-1281	.00	.00
ROS001	Rossini, Lucinda A	501	460-39-9982	.00	.00
STO001	Stockard, Albert W	100	449-58-4392	.00	.00
			GRAND TOTALS	150.00	150.00

End of Report

Check History Register

The Check History Register shows the payroll checks you have written for the employees and dates you select. Use the register as a record of earnings, deductions, withholdings, and cash disbursements. The information in the register comes from the **PAHCxxx** (Check History), **PAHDxxx** (Check Deductions History), **PAHExxx** (Check Earnings History), and **PAHWxxx** (Check Withholdings History) files.

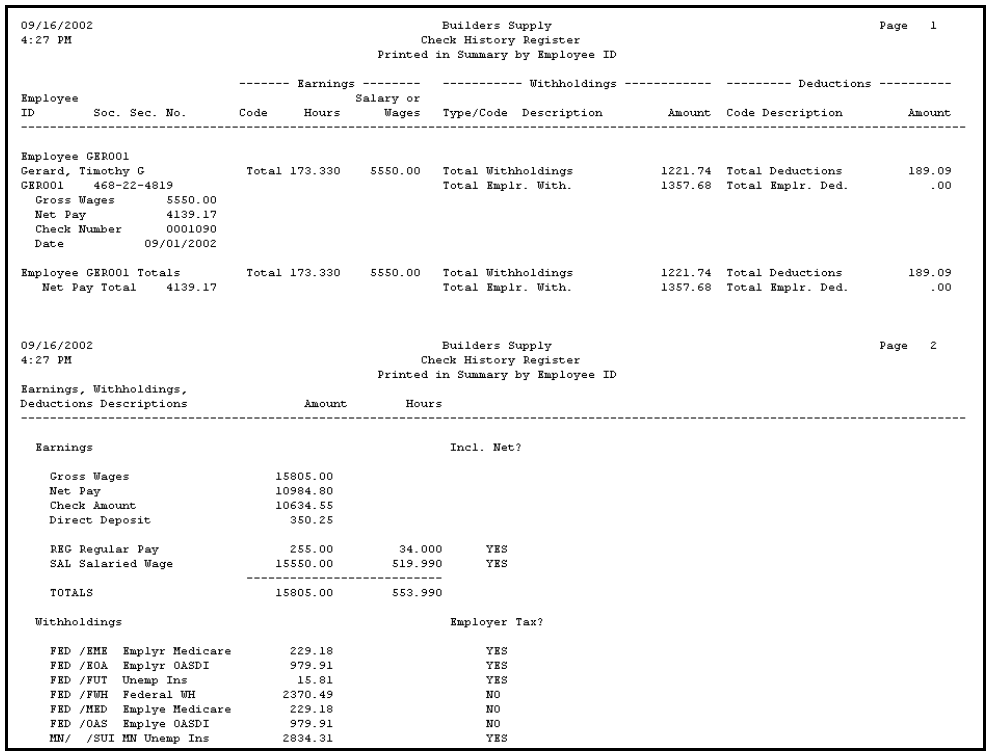
Note

OASDI and Medicare amounts appear as one sum in the FICA field in the register for history accumulated before installation of Payroll version 4.06 or higher.

You cannot print this report if you did not elect to save check history in the Resource Manager **Options and Interfaces** function.

If Direct Deposit is installed, and if you selected the **Print Voucher Split Information?** option, employee direct deposit voucher information appears on the register along with check information.

Check History Register



09/16/2002 Builders Supply Page 1
4:27 PM Check History Register
Printed in Summary by Employee ID

Employee ID	Soc. Sec. No.	Earnings Code	Hours	Salary or Wages	Withholdings Type/Code	Description	Amount	Deductions Code	Description	Amount
Employee GER001										
Gerard, Timothy G		Total	173.330	5550.00	Total Withholdings		1221.74	Total Deductions		189.09
GER001	468-22-4819				Total Emplr. With.		1357.68	Total Emplr. Ded.		.00
Gross Wages	5550.00									
Net Pay	4139.17									
Check Number	0001090									
Date	09/01/2002									
Employee GER001 Totals		Total	173.330	5550.00	Total Withholdings		1221.74	Total Deductions		189.09
Net Pay Total	4139.17				Total Emplr. With.		1357.68	Total Emplr. Ded.		.00

09/16/2002 Builders Supply Page 2
4:27 PM Check History Register
Printed in Summary by Employee ID

Earnings, Withholdings, Deductions Descriptions	Amount	Hours	
Earnings			Incl. Net?
Gross Wages	15805.00		
Net Pay	10984.80		
Check Amount	10634.55		
Direct Deposit	350.25		
REG Regular Pay	255.00	34.000	YES
SAL Salaried Wage	15550.00	519.990	YES
TOTALS	15805.00	553.990	
Withholdings			Employer Tax?
FED /EME Emplyr Medicare	229.18		YES
FED /EOA Emplyr OASDI	979.91		YES
FED /FUT Unemp Ins	15.81		YES
FED /FWH Federal WH	2370.49		NO
FED /MED Emplye Medicare	229.18		NO
FED /OAS Emplye OASDI	979.91		NO
MN/ /SUI MN Unemp Ins	2834.31		YES

Detail Leave Report

The Detail Leave Report serves as an audit trail of your employees' sick and vacation time accruals and earnings. It gets the information from the **PAHVxxx** (Leave Adjustment History) file.

Detail Leave Report

09/17/2002 Builders Supply Page 1
8:24 AM Detail Leave Report
Posted And Unposted Leave by Employee

Employee	Date	Vacation Earned	Vacation Used	Vacation Bal	Sick Earned	Sick Used	Sick Bal
BOU001 Bourne Linda C	09/01/2002	.500	.500	.000	3.344	3.344	.000
	09/10/2002	3.000	3.000	.000	.000	.000	.000
Total For: BOU001 Bourne Linda C		3.500	3.500	.000	3.344	3.344	.000
GER001 Gerard Timothy G	09/01/2002	.000	40.000	40.000-	3.344	.000	3.344
Total For: GER001 Gerard Timothy G		.000	40.000	40.000-	3.344	.000	3.344
JEN001 Jenkins Kathy M	09/01/2002	14.456	.000	14.456	3.344	.000	3.344
Total For: JEN001 Jenkins Kathy M		14.456	.000	14.456	3.344	.000	3.344
JON001 Jonchim Maria K	09/01/2002	13.333	.000	13.333	3.340	.000	3.340
Total For: JON001 Jonchim Maria K		13.333	.000	13.333	3.340	.000	3.340
LUK001 Lukas George	09/01/2002	14.456	.000	14.456	3.344	.000	3.344
Total For: LUK001 Lukas George		14.456	.000	14.456	3.344	.000	3.344
GRAND TOTAL		45.745	43.500	2.245	16.716	3.344	13.372

End of Report

Profit Sharing Census

The Profit Sharing Census shows the total hours and gross dollars invested by an employee based on check history. The information in the census comes from the **PAEGxxx** (Employee General Information) and **PAHCxxx** (Check History) files.

If you did not elect to save check history in the Resource Manager **Options and Interfaces** function, you cannot produce this report.

Profit Sharing Census

```
06/08/2002                                        Builders Supply                                                Page   1
10:17 PM                                       Profit Sharing Census
                                                  by Employee ID

Emply     Check  Date                    Hours              Gross Wages
-------------------------------------------------------------------------------------------------------------------------------

BOU001     1025  01/31/2002               .000               8250.00
BOU001     1033  02/28/2002               .000               7500.00
BOU001     1041  03/31/2002               .000               7500.00
BOU001     1073  06/01/2002            173.330               7633.82
                                      ----------         -------------
Employee BOU001 Totals                   173.330              30883.82       Birth: 06/07/1959   Hire: 01/09/1993   Term:
459-30-1099    Linda C Bourne

GER001     1026  01/31/2002               .000               6050.00
GER001     1034  02/28/2002               .000               5550.00
GER001     1042  03/31/2002               .000               5550.00
GER001     1074  06/01/2002            173.330               5550.00
                                      ----------         -------------
Employee GER001 Totals                   173.330              22700.00       Birth: 12/31/1954   Hire: 01/23/1987   Term:
468-22-4819    Timothy G Gerard

JEN001     1027  01/31/2002               .000               7500.00
JEN001     1035  02/28/2002               .000               7500.00
JEN001     1043  03/31/2002               .000               7500.00
JEN001     1075  06/01/2002            173.330               7500.00
                                      ----------         -------------
Employee JEN001 Totals                   173.330              30000.00       Birth: 10/26/1959   Hire: 05/31/1987   Term:
460-39-9093    Kathy M Jenkins

JON001     1029  01/31/2002            128.000               1200.00
JON001     1037  02/28/2002            160.000               1200.00
JON001     1045  03/31/2002            160.000               1200.00
JON001     1077  06/01/2002             98.500                748.13
                                      ----------         -------------
Employee JON001 Totals                   546.500               4348.13       Birth: 04/22/1964   Hire: 03/31/1993   Term:
468-80-9944    Maria K Joachim

                                      ==========         =============

GRAND TOTALS                            1066.490              87931.95


End of Report
```

Personnel Reports 8

Printing a Personnel Report	8-3
Salary Review Report	8-5
Employee Birthday Report	8-7
Employment Anniversary Report	8-9
Personnel Roster	8-11
Education Report	8-13
Key Date Report	8-15
Additions and Terminations Report	8-17

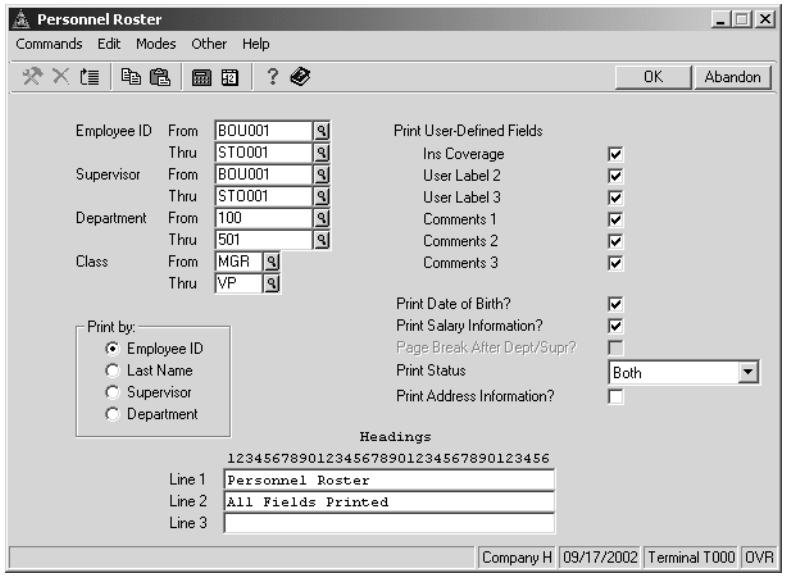
Printing a Personnel Report

The functions on the **Personnel Reports** menu let you print reports containing employee information, such as key dates, education and degree data, or personnel rosters. These lists give you valuable information about your employees and help you plan for salary reviews, orientation meetings, anniversaries, or birthdays.

You produce all personnel reports in the same way. Use the instructions below to print a personnel report, modifying the procedure as necessary for the report you are printing. For example, if the screen for the report you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print a personnel report:

1. Select the report you want to print from the **Personnel Reports** menu. The selection screen for that report appears. The Personnel Roster screen is shown below as an example.



Inquiry

2. Select the range of information to include in the list in the **From** and **Thru** fields. The **Inquiry** (**F2**) command is usually available for these fields to let you select beginning and end range values from the list that appears.

   Leave these fields blank to include all values in the list.

3. If the screen contains entry fields (for example, for entering date ranges, birth months, or report headings), enter the appropriate values to use when printing the report.

4. If the screen contains options that control the order in which information is sorted or printed, select the option you want to use to sort the information. You can select only one sort option.

5. If the screen contains check boxes or Yes/No fields that control how additional information prints on the report, select the check box (or enter **Y** in text mode) to use that option or print that field when printing the report. Clear the check box (or enter **N** in text mode) if you do not want to use that option or print that field.

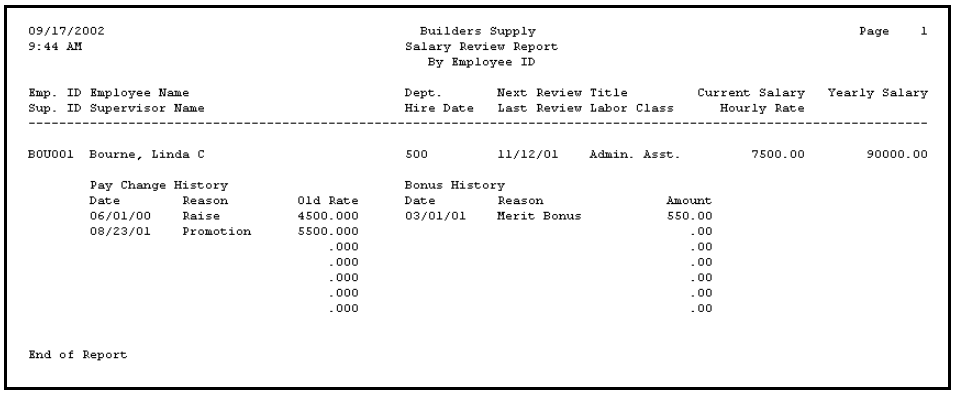
6. If the screen contains options or combo boxes that control which types of information print on the report (for example, active or terminated employees or start date or adjusted hire date), select the option corresponding to the type of information you want to print. You can select only one print option.

7. Select the output device to begin printing the report. See “Output the Report” on page 1-74 for more information. After you produce the report, the **Personnel Reports** menu appears.

Salary Review Report

The Salary Review Report shows employees who are due for a salary review. It can help you determine when employees are due for a review, or you can use it to review salary and bonus history. A worksheet version of the report is also available, which you can use while figuring salary increases or bonuses. The information in this report comes from the **PAEGxxx** (Employee General Information) and **PAEPxxx** (Employee Personnel) files.

Salary Review Report



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09/17/2002                                  Builders Supply                                    Page    1
9:44 AM                                     Salary Review Report
                                               By Employee ID

Emp. ID Employee Name                       Dept.       Next Review Title         Current Salary   Yearly Salary
Sup. ID Supervisor Name                     Hire Date   Last Review Labor Class      Hourly Rate
-------------------------------------------------------------------------------------------------------------

B0U001  Bourne, Linda C                     500         11/12/01    Admin. Asst.         7500.00        90000.00

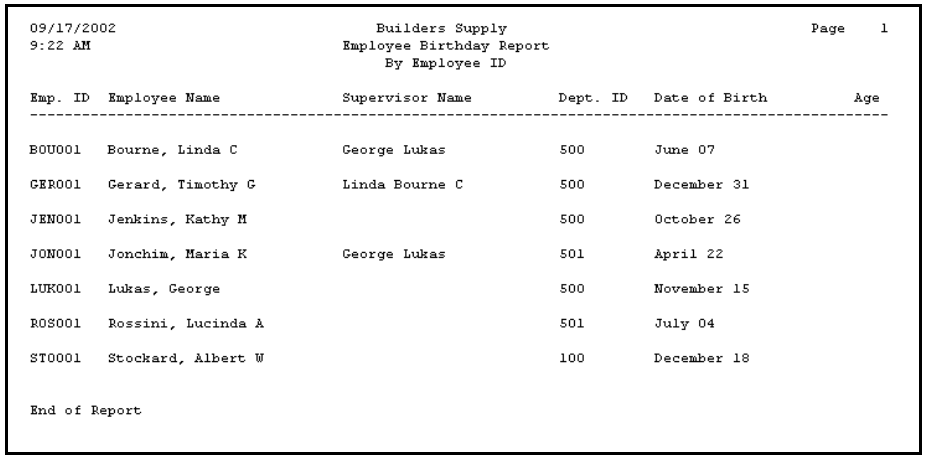
        Pay Change History                  Bonus History
        Date        Reason        Old Rate  Date        Reason               Amount
        06/01/00    Raise         4500.000  03/01/01    Merit Bonus          550.00
        08/23/01    Promotion     5500.000                                     .00
                                      .000                                     .00
                                      .000                                     .00
                                      .000                                     .00
                                      .000                                     .00
                                      .000                                     .00


End of Report
```

Employee Birthday Report

Use the **Employee Birthday Report** function to produce a list of employees born during a specified month or range of months. The information in this report comes from the **PAEGxxx** (Employee General Information) and **PAEPxxx** (Employee Personnel) files.

Employee Birthday Report



09/17/2002 Builders Supply Page 1
9:22 AM Employee Birthday Report
By Employee ID

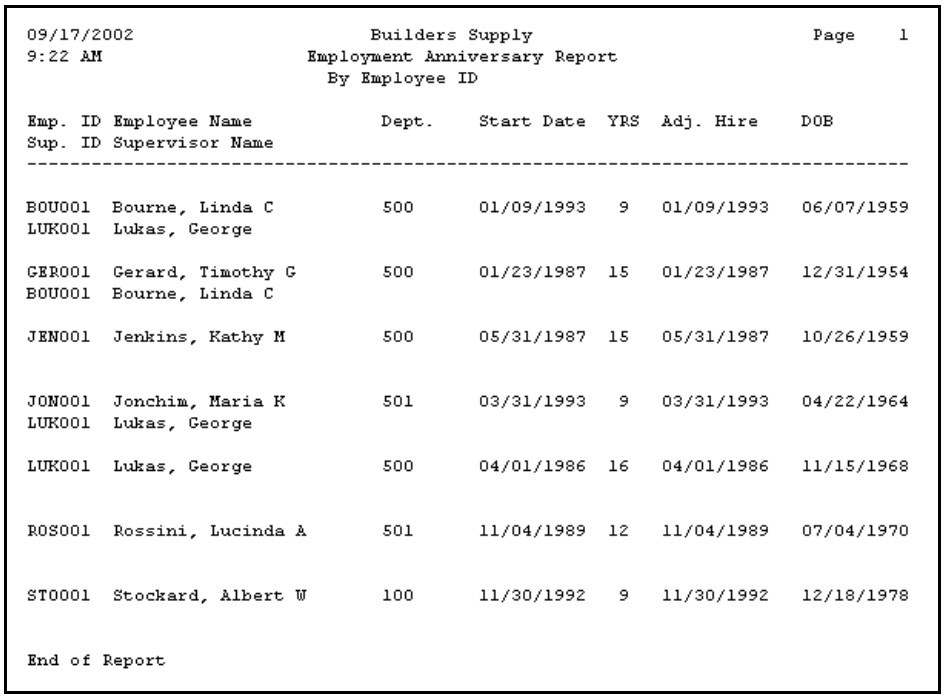
Emp. ID	Employee Name	Supervisor Name	Dept. ID	Date of Birth	Age
BOU001	Bourne, Linda C	George Lukas	500	June 07	
GER001	Gerard, Timothy G	Linda Bourne C	500	December 31	
JEN001	Jenkins, Kathy M		500	October 26	
JON001	Jonchim, Maria K	George Lukas	501	April 22	
LUK001	Lukas, George		500	November 15	
ROS001	Rossini, Lucinda A		501	July 04	
ST0001	Stockard, Albert W		100	December 18	

End of Report

Employment Anniversary Report

Use the **Employment Anniversary Report** function to produce a list of employees, their start dates, and their length of employment with the company. The information in this report comes from the **PAEGxxx** (Employee General Information) and **PAEPxxx** (Employee Personnel) files.

Employment Anniversary Report



09/17/2002 Builders Supply Page 1
9:22 AM Employment Anniversary Report
By Employee ID

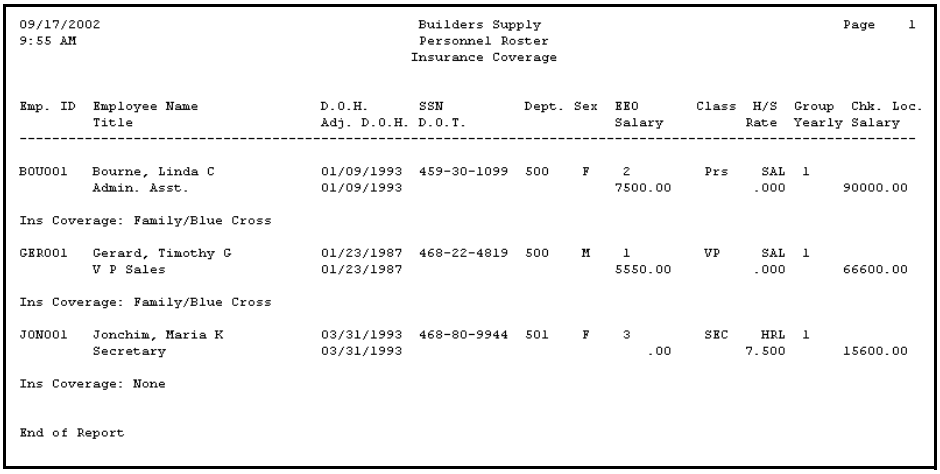
Emp. ID	Employee Name	Dept.	Start Date	YRS	Adj. Hire	DOB
Sup. ID	Supervisor Name					
B0U001	Bourne, Linda C	500	01/09/1993	9	01/09/1993	06/07/1959
LUK001	Lukas, George					
GER001	Gerard, Timothy G	500	01/23/1987	15	01/23/1987	12/31/1954
B0U001	Bourne, Linda C					
JEN001	Jenkins, Kathy M	500	05/31/1987	15	05/31/1987	10/26/1959
J0N001	Jonchim, Maria K	501	03/31/1993	9	03/31/1993	04/22/1964
LUK001	Lukas, George					
LUK001	Lukas, George	500	04/01/1986	16	04/01/1986	11/15/1968
ROS001	Rossini, Lucinda A	501	11/04/1989	12	11/04/1989	07/04/1970
ST0001	Stockard, Albert W	100	11/30/1992	9	11/30/1992	12/18/1978

End of Report

Personnel Roster

The Personnel Roster is a list of employees and miscellaneous information about them. The information is taken from the **PAEGxxx** (Employee General Information) and **PAEPxxx** (Employee Personnel) files.

Personnel Reports



09/17/2002 Builders Supply Page 1
9:55 AM Personnel Roster
Insurance Coverage

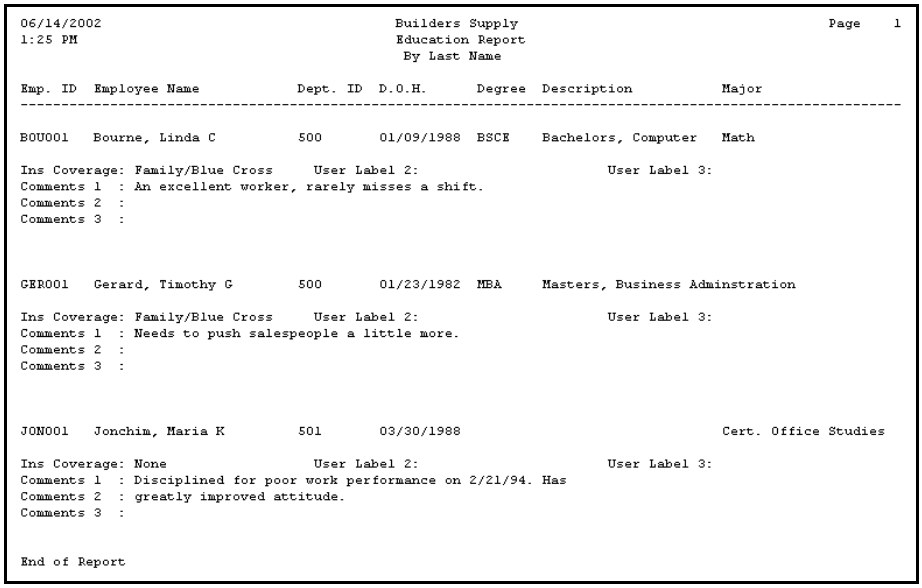
Emp. ID	Employee Name / Title	D.O.H. / Adj. D.O.H.	SSN / D.O.T.	Dept.	Sex	EEO / Salary	Class	H/S / Rate	Group / Yearly Salary	Chk. Loc.
BOU001	Bourne, Linda C Admin. Asst.	01/09/1993 01/09/1993	459-30-1099	500	F	2 7500.00	Prs	SAL .000	1 90000.00	
Ins Coverage: Family/Blue Cross										
GER001	Gerard, Timothy G V P Sales	01/23/1987 01/23/1987	468-22-4819	500	M	1 5550.00	VP	SAL .000	1 66600.00	
Ins Coverage: Family/Blue Cross										
JON001	Jonchim, Maria K Secretary	03/31/1993 03/31/1993	468-80-9944	501	F	3 .00	SEC	HRL 7.500	1 15600.00	
Ins Coverage: None										

End of Report

Education Report

The Education Report shows employees' education history and other user-defined information. The information is taken from the **PAEGxxx** (Employee General Information) and **PAEPxxx** (Employee Personnel) files.

Education Report



```
06/14/2002                              Builders Supply                                  Page    1
1:25 PM                                 Education Report
                                         By Last Name

Emp. ID  Employee Name            Dept. ID  D.O.H.      Degree  Description           Major
-------------------------------------------------------------------------------------------------

BOU001   Bourne, Linda C          500       01/09/1988  BSCE    Bachelors, Computer   Math

Ins Coverage: Family/Blue Cross     User Label 2:                      User Label 3:
Comments 1  : An excellent worker, rarely misses a shift.
Comments 2  :
Comments 3  :


GER001   Gerard, Timothy G        500       01/23/1982  MBA     Masters, Business Adminstration

Ins Coverage: Family/Blue Cross     User Label 2:                      User Label 3:
Comments 1  : Needs to push salespeople a little more.
Comments 2  :
Comments 3  :


JON001   Jonchim, Maria K         501       03/30/1988                                Cert. Office Studies

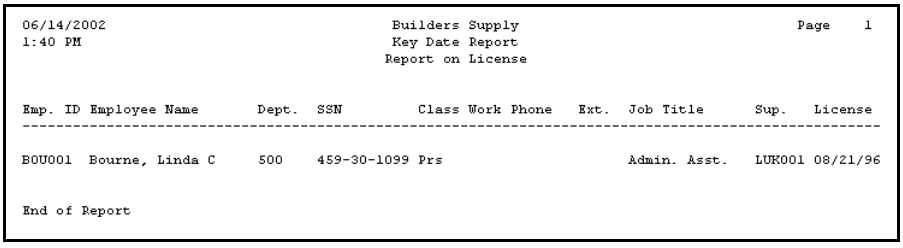
Ins Coverage: None                  User Label 2:                      User Label 3:
Comments 1  : Disciplined for poor work performance on 2/21/94. Has
Comments 2  : greatly improved attitude.
Comments 3  :


End of Report
```

Key Date Report

Use the **Key Date Report** function to produce a list of employees based on a date you select. The key dates are taken from the **USRDDxxx** table.

Key Date Report



06/14/2002 Builders Supply Page 1
1:40 PM Key Date Report
Report on License

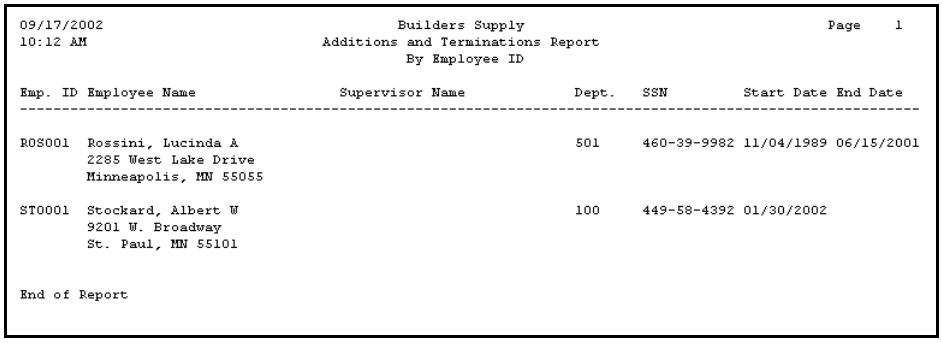
Emp. ID	Employee Name	Dept.	SSN	Class	Work Phone	Ext.	Job Title	Sup.	License
B0U001	Bourne, Linda C	500	459-30-1099	Prs			Admin. Asst.	LUK001	08/21/96

End of Report

Additions and Terminations Report

Use the **Additions and Terminations Report** function to produce a report listing new and former employees for verification or for information purposes, such as scheduling benefits meetings, orientation sessions, or both. Information for the report comes from the **PAEGxxx** (Employee General Information) and **PAEPxxx** (Employee Personnel) files.

Additions and Terminations Report



09/17/2002 Builders Supply Page 1
10:12 AM Additions and Terminations Report
By Employee ID

Emp. ID	Employee Name	Supervisor Name	Dept.	SSN	Start Date	End Date
ROS001	Rossini, Lucinda A 2285 West Lake Drive Minneapolis, MN 55055		501	460-39-9982	11/04/1989	06/15/2001
STO001	Stockard, Albert W 9201 W. Broadway St. Paul, MN 55101		100	449-58-4392	01/30/2002	

End of Report

Periodic Processing 9

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Quarterly Employer's Tax Report	9-13
Quarterly Withholding Report	9-17
Quarterly State Unemployment Report	9-21
941 Worksheet	9-25
W-2 Forms	9-29
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Periodic Maintenance	9-49
Close Last Year	9-53

Introduction

The functions explained in this chapter are to be performed periodically—some monthly, some quarterly, some annually. Check with the federal, state, or local governments to determine which of the reports you are required to produce and file.

At the end of every period, produce the Department Report before you post expenses to General Ledger. At the end of the month, you may need to produce the Monthly Withholding Report. Every quarter, produce the Quarterly Employer's Tax Report, the Quarterly Withholding Report, the Quarterly State Unemployment Report, and the 941 Worksheet. At the end of the quarter, perform periodic maintenance. At the end of the year, perform year-end maintenance, produce W-2s from last year's files, and close last year. Periodically, you should use the **Roll Up Leave Balances** function, unless you want to have a permanent record of employees' sick and vacation time.

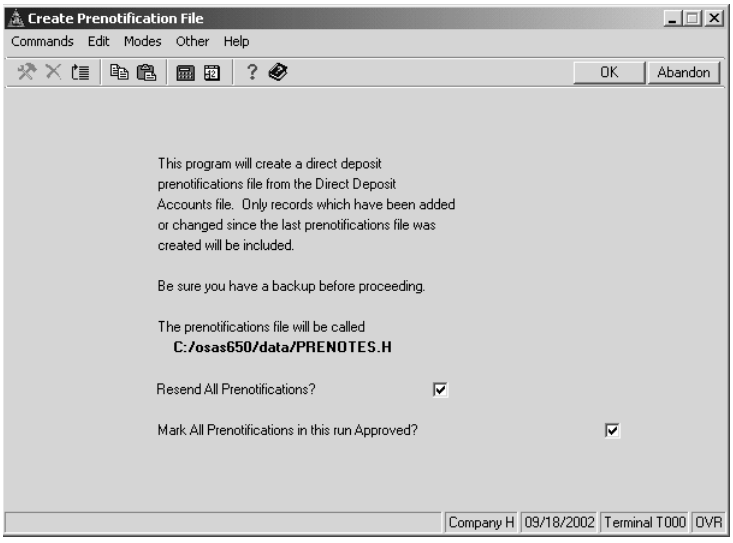
Create Prenotification File

Use the **Create Prenotification File** function to create the file necessary for your bank to verify account numbers and routing codes in a trial run. You cannot produce vouchers until you receive approval from your bank.

This function is available only if you have Direct Deposit installed.

Create Prenotification File Screen

Select **Create Prenotification File** from the **Periodic Processing** menu. The Create Prenotification File screen appears.


Create Prenotification File
Commands Edit Modes Other Help
OK
Abandon
This program will create a direct deposit prenotifications file from the Direct Deposit Accounts file. Only records which have been added or changed since the last prenotifications file was created will be included.
Be sure you have a backup before proceeding.
The prenotifications file will be called
C:/osas650/data/PRENOTES.H
Resend All Prenotifications?
Mark All Prenotifications in this run Approved?
Company H
09/18/2002
Terminal T000
OVR

The path for the prenotification file appears. The system appends your company ID to the file name.

If you are sending the prenotification file only for employees who have been added or changed, clear the **Resend All Prenotifications?** check box (or enter **N** in text mode). If you want to resend the prenotification file for all employees, select the box (or enter **Y** in text mode).

To mark all employees in the prenotification run approved, select the second check box (or enter **Y** in text mode). The system then sets the **Prenote In** field in the File Maintenance **Direct Deposit** function to **Yes**. Marking all employees approved here saves you from having to update employees individually in the **Direct Deposit** function. If you do not want to mark all employees in the run approved until you receive a reply from the bank, clear the box (or enter **N** in text mode). Once you receive the bank's reply, use the **Direct Deposit** function to mark employees as approved.

Select the output device for the Create Prenotification File log. See "Output the Report" on page 1-74 for more information. This log file summarizes which employees' account information is included in the prenotification file for verification. After the log is produced, the **Periodic Processing** menu appears.

Create Prenotification File Log

```
09/24/2002                          Builders Supply                          Page    1
10:35 AM                    Create Prenotification File Log

Emp. ID  Employee Name               Account Type  Account Number     Routing Number
-------------------------------------------------------------------------------------

BOU001   Linda, Bourne C             Checking      *************2934  000133333
                                     Savings       *************5875  000133333
GER001   Timothy, Gerard G           Checking      *************5333  000000013
                                     Savings       *************5353  000000013
                                     Savings       *************5333  000000013
                                     Savings       *************3353  055000165
                                     Checking      *************3334  055000165
                                     Checking      *************5333  055000165
JON001   Maria, Jonchim K            Savings       *************1321  055002341
LUK001   George, Lukas               Savings       *************5623  000000026
                                     Checking      *************4641  000000026
ST0001   Albert, Stockard W          Savings       *************9574  000000039

End of Report
```

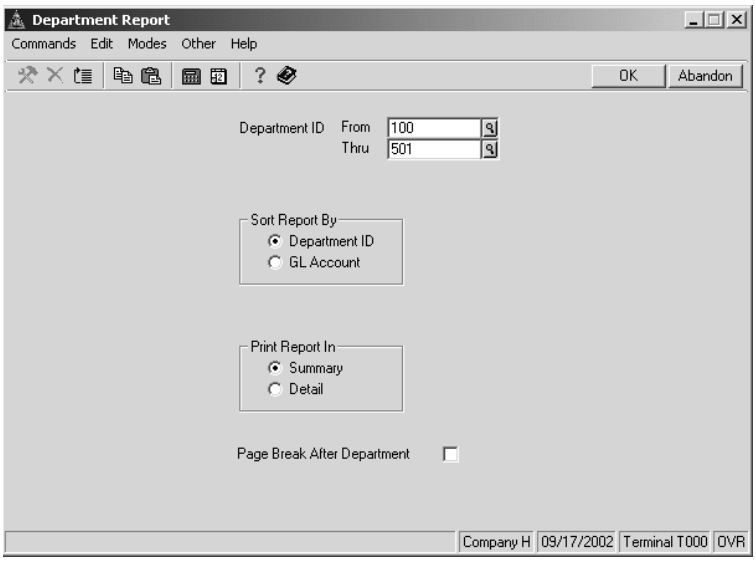
Department Report

The Department Report is a summary of labor expenses posted to each department. It serves as an audit trail of the entries posted to the **PADPxxx** (Department) file from the **PATRxxx** (Transactions) and **PACHxxx** (Checks) files.

Produce this report at the end of an accounting period to review the accumulated expense amounts before you post labor expenses to General Ledger.

Department Report Screen

Select **Department Report** from the **Periodic Processing** menu. The Department Report screen appears.



Inquiry

1. Enter the range of departments you want to include in the report.

2. Select the order in which you want to sort the report.

3. Select the amount of information you want to include for each department selected. You can print in the report in summary (a summation of the General Ledger accounts, if you chose to sort by account) or in detail.

4. If you want each department to begin on a new page, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

5. Select the output device. See "Output the Report" on page 1-74 for more information. After the report is produced, the **Periodic Processing** menu appears.

Department Report

09/17/2002 Builders Supply Page 1
10:46 AM Department Report
Printed in Summary by Department

Department / Expense Type	Name / GL Account	Period to Date	Quarter to Date	Year to Date
100	WAREHOUSE			
Hours		50.000	.000	544.750
Pieces		0	0	0
Department Liability Totals		657.72	165.47	5617.14
Grand Totals				
Hours		834.490	693.990	2588.490
Pieces		4	4	4
Overtime Pay		162.38	.00	255.62
Bonus		.00	.00	2245.50
Travel Exp		.00	.00	.00
Cash Value		.00	.00	.00
Commissions		.00	.00	.00
Rpt Tips		.00	.00	.00
Regular Pay		1653.00	765.00	12809.71
Salaried Wage		38546.00	38546.00	107696.00
Sick Pay		.00	.00	.00
Vacation Pay		60.00	.00	60.00
Emplyr Medicare		600.65	600.65	600.65
Emplyr OASDI		2552.21	2552.21	2552.21
Unemp Ins		150.71	150.71	150.71
MN Unemp Ins		3026.03	3026.03	3026.03
TOTAL		46750.98	45640.60	129396.43

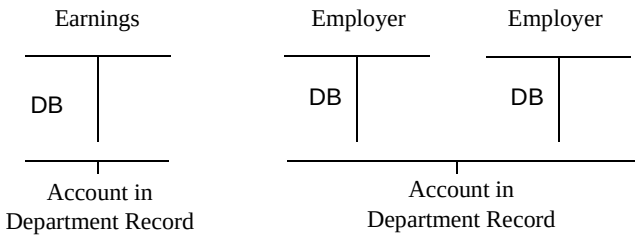
End of Report

Post Expense to GL

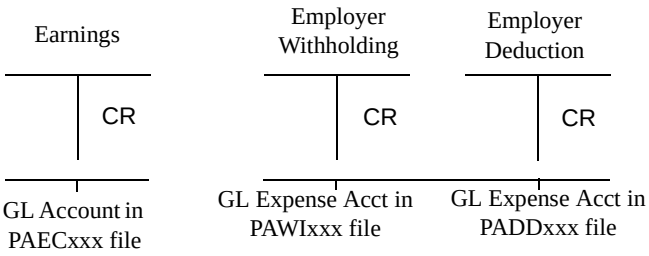
After you produce the Department Report at the end of an accounting period, post expenses to General Ledger to create accounting entries for the payroll expenses for the period. If Payroll interfaces with General Ledger, these entries update the **GLJRxxx** (Journal) file.

When you post checks at the end of a payday, accounting entries for withholding, tax and net pay are created. To complete this transaction, the gross pay amount is debited to a payroll holding account. (See page 6-58 for more information.)

The **Post Expense to GL** function finishes the accounting entries for the period. It credits the holding account and distributes the amount to various department expense accounts in the ledger.



When the general ledger entries are made, the general ledger post-to-date amounts in the **PADPxxx** (Department) file are cleared to make way for a new accounting period.



Before You Post

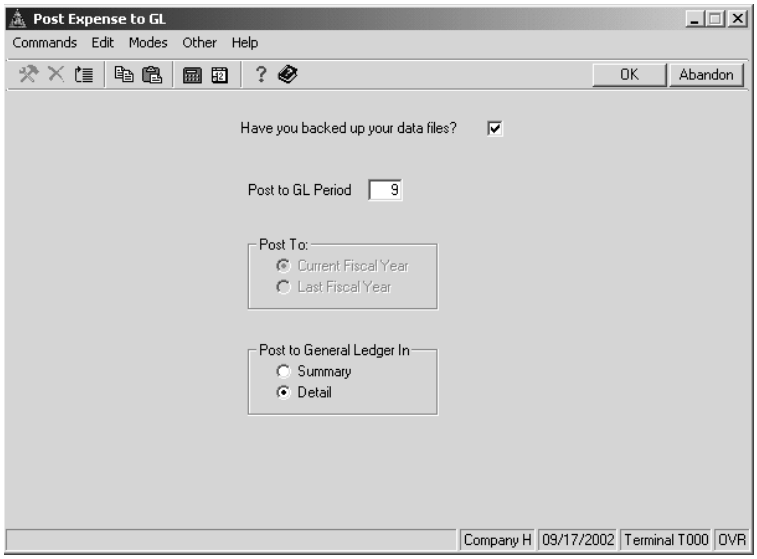
If you have a multiuser system, make sure that no one else is using the Payroll system before you post expenses to General Ledger. Other users cannot access the **PADPxxx** file in Payroll, and if Payroll interfaces with General Ledger, other users cannot access the **GLJRxxx** file while you are posting.

Back up your data files. Power surges or equipment failures can result in the loss of information.

Be sure that you have a copy of the Department Report.

Post Expense to GL Screen

Select **Post Expense to GL** from the **Periodic Processing** menu. The Post Expense to GL screen appears.



1. If you have backed up your data files, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If you have not backed up your files, exit to the menu and do so before continuing.

2. Enter the GL period to which you want to post expenses (**1–13**).

3. If last-year General Ledger files exist and Payroll interfaces with General Ledger, select the fiscal year to which you want to post.

4. Select the output device for the posting log. See “Output the Report” on page 1-74 for more information. After posting completes and the log is produced, the **Periodic Processing** menu appears.

Post Expense to GL Log

09/17/2002 Builders Supply PAGE 1
10:59 AM Post Expense to GL
Posting in Detail

Posted to Period 9

Description	Department	GL Account	Debit	Credit
Overtime Pay	WAREHOUSE	520000	134.25	
Regular Pay	WAREHOUSE	520000	358.00	
Emplyr Medicare	WAREHOUSE	520000	13.37	
Emplyr OASDI	WAREHOUSE	520000	57.15	
Unemp Ins	WAREHOUSE	520000	57.15	
MN Unemp Ins	WAREHOUSE	520000	37.80	
Salaried Wage	EXECUTIVE	530000	38,546.00	
Emplyr Medicare	EXECUTIVE	530000	565.39	
Emplyr OASDI	EXECUTIVE	530000	2,401.50	
MN Unemp Ins	EXECUTIVE	530000	2,696.20	
Overtime Pay	EXEC. SECRET	530000	28.13	
Regular Pay	EXEC. SECRET	530000	1,295.00	
Vacation Pay	EXEC. SECRET	530000	60.00	
Emplyr Medicare	EXEC. SECRET	530000	21.89	
Emplyr OASDI	EXEC. SECRET	530000	93.56	
Unemp Ins	EXEC. SECRET	530000	93.56	
MN Unemp Ins	EXEC. SECRET	530000	292.03	
Overtime Pay		202000		162.38
Regular Pay		202000		1,653.00
Salaried Wage		202000		38,546.00
Vacation Pay		202000		60.00
Emplyr Medicare		530000		600.65
Emplyr OASDI		530000		2,552.21
Unemp Ins		530000		150.71
MN Unemp Ins		530000		3,026.03
Balance			46,750.98	46,750.98

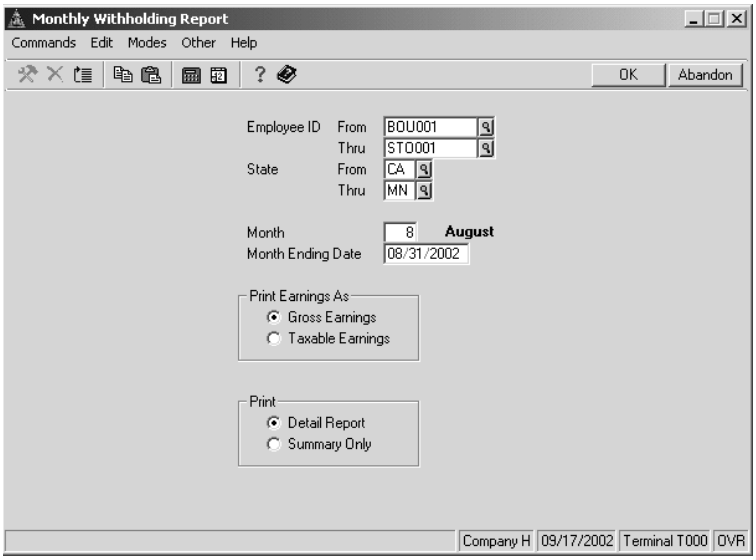
End of Report

Monthly Withholding Report

Your company may be required to make monthly tax deposits based on the amounts you withheld from employees' checks. The Monthly Withholding Report summarizes these statistics. The information in this report comes from the **PAEExxx** (Employee Earnings History), **PAEGxxx** (Employee General Information), and **PAEWxxx** (Employee Withholding History) files.

Monthly Withholding Report Screen

Select **Monthly Withholding Report** from the **Periodic Processing** menu. The Monthly Withholding Report screen appears.



Inquiry

1. Enter the range of employees you want to include in the report.

Inquiry

2. Enter the range of states you want to include in the report.

3. Enter the month number (**1** to **12**) for which you want to print the report.

4. Press **Enter** to use the current month ending date or enter the last day of the month for which you are producing the report. You cannot enter a date after the last day of the current month.

5. Select the kind of earnings you want to include in the report. You can choose either gross earnings or taxable earnings.

6. Select the level of detail you want to include in the report.

7. Select the output device. See “Output the Report” on page 1-74 for more information. After the report is produced, the **Periodic Processing** menu appears.

Monthly Withholding Report

```
09/17/2002                                        Builders Supply                                        Page    1
11:10 AM                                  Monthly Withholding Report in Detail
                                            For the Month Ending 08/31/2002
                                                Gross Earnings
Emp. ID Employee Name                         Soc. Sec. #
       Gross Wages/          -------- Federal -------        --------- State ----------       ---------- Local ----------
                Tips       Code     Earnings          WH   Code       Earnings            WH  Code           Earnings            WH
-------------------------------------------------------------------------------------------------------------------------------
Local
State MN

BOU001  Bourne, Linda C                         459-30-1099
MTD                .00    FWH           .00          .00   MN SWH          .00          .00
                   .00    OAS           .00          .00
                          MED           .00          .00
YTD                .00    FWH           .00          .00   MN SWH          .00          .00
                   .00    OAS           .00          .00
                          MED           .00          .00

GER001  Gerard, Timothy G                       468-22-4819
MTD                .00    FWH           .00          .00   MN SWH          .00          .00
                   .00    OAS           .00          .00
                          MED           .00          .00
YTD                .00    FWH           .00          .00   MN SWH          .00          .00
                   .00    OAS           .00          .00
                          MED           .00          .00

JEN001  Jenkins, Kathy M                        460-39-9093
MTD                .00    FWH           .00          .00   MN SWH          .00          .00
                   .00    OAS           .00          .00
                          MED           .00          .00
YTD                .00    FWH           .00          .00   MN SWH          .00          .00
                   .00    OAS           .00          .00
                          MED           .00          .00

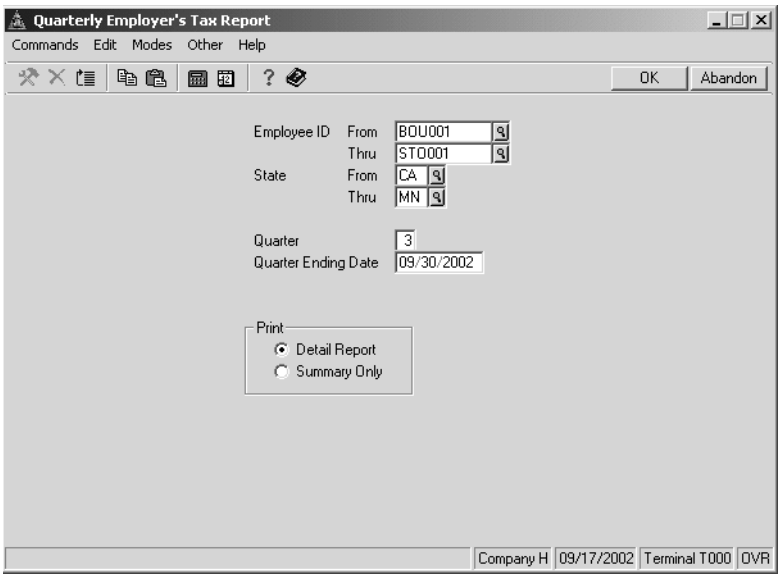
JON001  Jonchim, Maria K                        468-80-9944
MTD                .00    FWH           .00          .00   MN SWH          .00          .00
                   .00    OAS           .00          .00
                          MED           .00          .00
YTD                .00    FWH           .00          .00   MN SWH          .00          .00
                   .00    OAS           .00          .00
                          MED           .00          .00
```

Quarterly Employer's Tax Report

State and federal authorities usually require that your company submit employer withholding and unemployment statistics every quarter. The Quarterly Employer's Tax Report shows these statistics in either detail or summary form. The information in this report comes from the **PAEExxx** (Employee Earnings History), **PAEGxxx** (Employee General Information), **PAEMxxx** (Employee Miscellaneous History), and **PAEWxxx** (Employee Withholding History) files.

Quarterly Employer's Tax Report Screen

Select **Quarterly Employer's Tax Report** from the **Periodic Processing** menu. The Quarterly Employer's Tax Report screen appears.



Inquiry

1. Enter the range of employees you want to include in the report.

Inquiry

2. Enter the range of states you want to include in the report.

3. Enter the number of the quarter for which you want to produce the report.

4. Press **Enter** to accept the current date, or enter a different date. The date you enter will print on the report.

5. Select the level of detail you want to include in the report.

6. Select the output device. See "Output the Report" on page 1-74 for more information. After the report is produced, the **Periodic Processing** menu appears.

Notes on the Report

The number of weeks an employee worked (Weeks Worked) is calculated from information that is stored in the employee records.

The employer FICA earnings include FICA tips.

The numbers in the **Employer FICA**, **SUI**, and **FUTA** column headings are the limits in the **FICA**, **FUTAxxx**, and **SUTyyxxx** tables. The QTD liability totals are the percentages you set in those tables.

Quarterly Employer's Tax Report

09/17/2002 Builders Supply Page 1
12:33 PM Quarterly Employer's Tax Report in Detail
For the Quarter Ending 09/30/2002

State MN

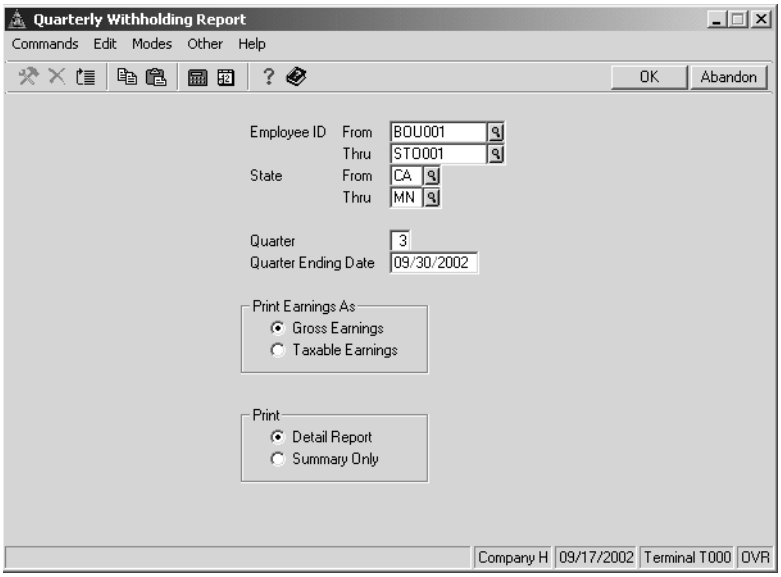
Emp. ID	Name	Weeks Worked	Gross Wages	Adv EIC	Soc. Sec. # -- Employer FICA (60600/NO LIMIT) -- Earnings	FICA Tips	Excess FICA	---- SUI (15300) ---- Earnings	Excess SUI	---- FUTA (7000) ---- Earnings	Excess FUTA
BOU001	Bourne, Linda C				459-30-1099						
QTD	.00		.00	.00	.00	.00	.00	.00	.00	.00	.00
					.00		.00				
YTD	.00		.00	.00	.00	.00	.00	.00	.00	.00	.00
				.00							
GER001	Gerard, Timothy G				468-22-4819						
QTD	4.33		5550.00	.00	5550.00	.00	.00	5400.00	.00	5400.00	.00
					5550.00		.00				
YTD	4.33		5550.00	.00	5550.00	.00	.00	5400.00	.00	5400.00	.00
					5550.00		.00				
JEN001	Jenkins, Kathy M				460-39-9093						
QTD	4.33		7500.00	.00	7500.00	.00	.00	7500.00	.00	7000.00	500.00
					7500.00		.00				
YTD	4.33		7500.00	.00	7500.00	.00	.00	7500.00	.00	7000.00	500.00
					7500.00		.00				
JON001	Jonchim, Maria K				468-80-9944						
QTD	4.33		255.00	.00	255.00	.00	.00	255.00	.00	255.00	.00
					255.00		.00				
YTD	4.33		255.00	.00	255.00	.00	.00	255.00	.00	255.00	.00
					255.00		.00				
LUK001	Lukas, George				488-30-1281						
QTD	4.33		2500.00	.00	2500.00	.00	.00	2500.00	.00	2500.00	.00
					2500.00		.00				
YTD	4.33		2500.00	.00	2500.00	.00	.00	2500.00	.00	2500.00	.00
					2500.00		.00				
ROS001	Rossini, Lucinda A				460-39-9982						
QTD	.00		.00	.00	.00	.00	.00	.00	.00	.00	.00
					.00		.00				
YTD	.00		.00	.00	.00	.00	.00	.00	.00	.00	.00
					.00		.00				
STO001	Stockard, Albert W				449-58-4392						
QTD	.00		.00	.00	.00	.00	.00	.00	.00	.00	.00
					.00		.00				
YTD	.00		.00	.00	.00	.00	.00	.00	.00	.00	.00
					.00		.00				

Quarterly Withholding Report

Your company may be required to make quarterly tax deposits based on the amounts you withheld from employees' checks. The Quarterly Withholding Report summarizes these statistics. The information in this report comes from the **PAEExxx** (Employee Earnings History), **PAEGxxx** (Employee General Information), and **PAEWxxx** (Employee Withholding History) files.

Quarterly Withholding Report Screen

Select **Quarterly Withholding Report** from the **Periodic Processing** menu. The Quarterly Withholding Report screen appears.



Inquiry

1. Enter the range of employees you want to include in the report.

Inquiry

2. Enter the range of states you want to include in the report.

3. Enter the quarter for which you want to print the report.

4. Press **Enter** to accept the current date, or enter a different date. The date you enter will print on the report.

5. Select the kind of earnings you want to include in the report. You can choose to include either gross earnings or taxable earnings.

6. Select the level of detail you want to include in the report.

7. Select the output device. See “Output the Report” on page 1-74 for more information. After the report is produced, the **Periodic Processing** menu appears.

Quarterly Witholding Report

09/17/2002 Builders Supply Page 1
12:40 PM Quarterly Withholding Report in Detail
For the Quarter Ending 09/30/2002
Gross Earnings

Emp. ID	Employee Name / Gross Wages / Tips	Code	Federal Earnings	Soc. Sec. # / WH	State Code	State Earnings	State WH	Local Code	Local Earnings	Local WH
Local										
State MN										
BOU001	Bourne, Linda C			459-30-1099						
QTD	.00	FWH	.00	.00	MN SWH	.00	.00			
	.00	OAS	.00	.00						
		MED	.00	.00						
YTD	.00	FWH	.00	.00	MN SWH	.00	.00			
	.00	OAS	.00	.00						
		MED	.00	.00						
GER001	Gerard, Timothy G			468-22-4819						
QTD	5550.00	FWH	5400.00	477.23	MN SWH	5400.00	319.93			
	.00	OAS	5550.00	344.10						
		MED	5550.00	80.48						
YTD	5550.00	FWH	5400.00	477.23	MN SWH	5400.00	319.93			
	.00	OAS	5550.00	344.10						
		MED	5550.00	80.48						
JEN001	Jenkins, Kathy M			460-39-9093						
QTD	7500.00	FWH	7500.00	1842.63	MN SWH	7500.00	564.37			
	.00	OAS	7500.00	465.00						
		MED	7500.00	108.75						
YTD	7500.00	FWH	7500.00	1842.63	MN SWH	7500.00	564.37			
	.00	OAS	7500.00	465.00						
		MED	7500.00	108.75						
JON001	Jonchim, Maria K			468-80-9944						
QTD	255.00	FWH	255.00	.00	MN SWH	255.00	.00			
	.00	OAS	255.00	15.81						
		MED	255.00	3.70						
YTD	255.00	FWH	255.00	.00	MN SWH	255.00	.00			
	.00	OAS	255.00	15.81						
		MED	255.00	3.70						
LUK001	Lukas, George			488-30-1281						
QTD	2500.00	FWH	2500.00	50.63	MN SWH	2500.00	32.50			
	.00	OAS	2500.00	155.00						
		MED	2500.00	36.25						
YTD	2500.00	FWH	2500.00	50.63	MN SWH	2500.00	32.50			
	.00	OAS	2500.00	155.00						
		MED	2500.00	36.25						

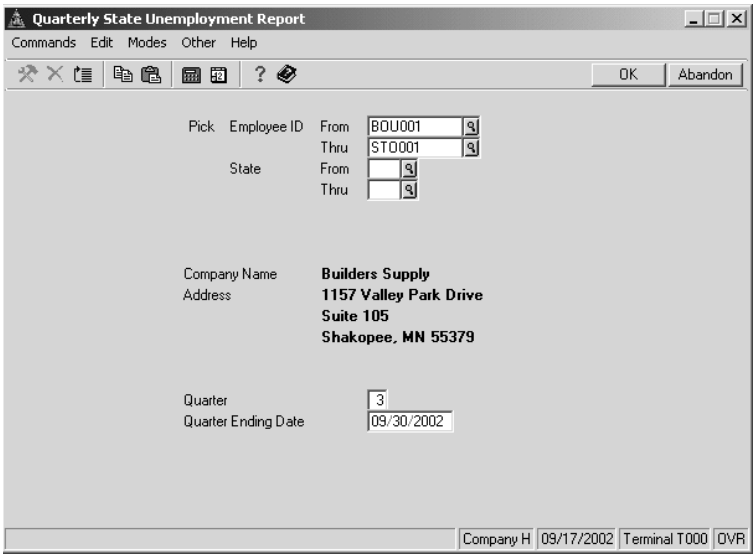
Quarterly State Unemployment Report

The Quarterly State Unemployment Report consists of two parts: a detailed wage report and a worksheet that shows the calculation for the employer's quarterly unemployment contribution. Depending on a state's requirements, you can sort the report by social security number or employee name, and you can choose to exclude employees with zero earnings from the report. These options must be set up in the **PAINxxx** (Payroll Information) file (page 10-57).

You must use the **Set Up State Unemployment Reports** option in the **Payroll Information** function to define this report before you can print it. If a state uses SUI or SDI employee withholding, retrieve that information from the Quarterly Withholding Report.

Quarterly State Unemployment Report Screen

Select **Quarterly State Unemployment Report** from the **Periodic Processing** system. The Quarterly State Unemployment Report screen appears.



Inquiry

1. Enter the range of employees you want to include in the report.

Inquiry

2. Enter the range of states you want to include in the report. If you enter a range of states, a report is printed for each state.

   The company name and address and the current quarter appear.

3. Enter the quarter for which you want to print the report.

4. The workstation date appears. Press **Enter** to print this date on the report, or enter a different date.

5. If you want the report to include employees with zero earnings, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

6. Select the output device. See “Output the Report” on page 1-74 for more information. After the report is produced, the **Periodic Processing** menu appears.

Quarterly State Unemplyment Report

Employer's Quarterly Detailed Wage Report
for MN - Minnesota Page 2 of 2

Builders Supply
1157 Valley Park Drive
Suite 105
Shakopee, MN 55379

Federal ID Number: 77-7777777
State ID Number: AA1234
Quarter Ending: 09/30/2002

Employee Name	Soc Sec No.	Wk Wd	Total Wages QTD	Excess Wages QTD	Taxable Wages QTD
Gerard, Timothy G	468-22-4819	5	5400.00	.00	5400.00
Jenkins, Kathy M	460-39-9093	5	7500.00	.00	7500.00
Jonchim, Maria K	468-80-9944	5	255.00	.00	255.00
Lukas, George	488-30-1281	5	2500.00	.00	2500.00

Number of employees for this Page: 4
Page Totals: 15655.00 .00 15655.00

Total Number of employees this State: 4
State Totals: 15655.00 .00 15655.00

09/17/2002 Page 1 of 2
1:01 PM

Builders Supply

Employer's Quarterly Unemployment Contribution Report
for MN - Minnesota

Quarter Ending Date	09/30/2002
Total Gross Wages Paid This Quarter	15,655.00
State Taxable Wage Limit	15,300.00
Total Excess Wages Paid This Quarter	0.00
Total Taxable Wages Paid This Quarter	15,655.00
Employer's Tax Rate	9.100%
Total Amount of Tax Due	1,425.00

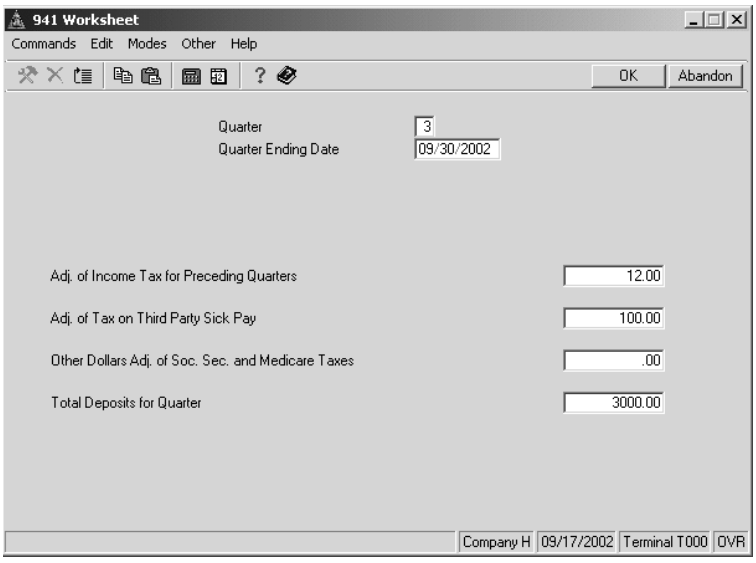
941 Worksheet

The 941 Worksheet contains the information needed to complete federal form 941. Using the **PAHCxxx** (Check History) and **PAHWxxx** (Check Withholdings History) files, it also computes the eighth monthly period breakdown.

You cannot file the 941 Worksheet. Use it as a reference while filling out the official government-produced form.

941 Worksheet Screen

Select **941 Worksheet** from the **Periodic Processing** menu. The 941 Worksheet screen appears.



1. Enter the number of the quarter for which you want to print the worksheet.

2. Press **Enter** to use the current quarter ending date, or enter the last day of the quarter for which you are producing the worksheet.

3. Enter the adjustment to income tax for preceding quarters of the calendar year.

4. Enter the adjustment to income tax for third-party sick pay for preceding quarters of the calendar year.

5. Enter the adjustment to Social Security and Medicare taxes for preceding quarters of the calendar year.

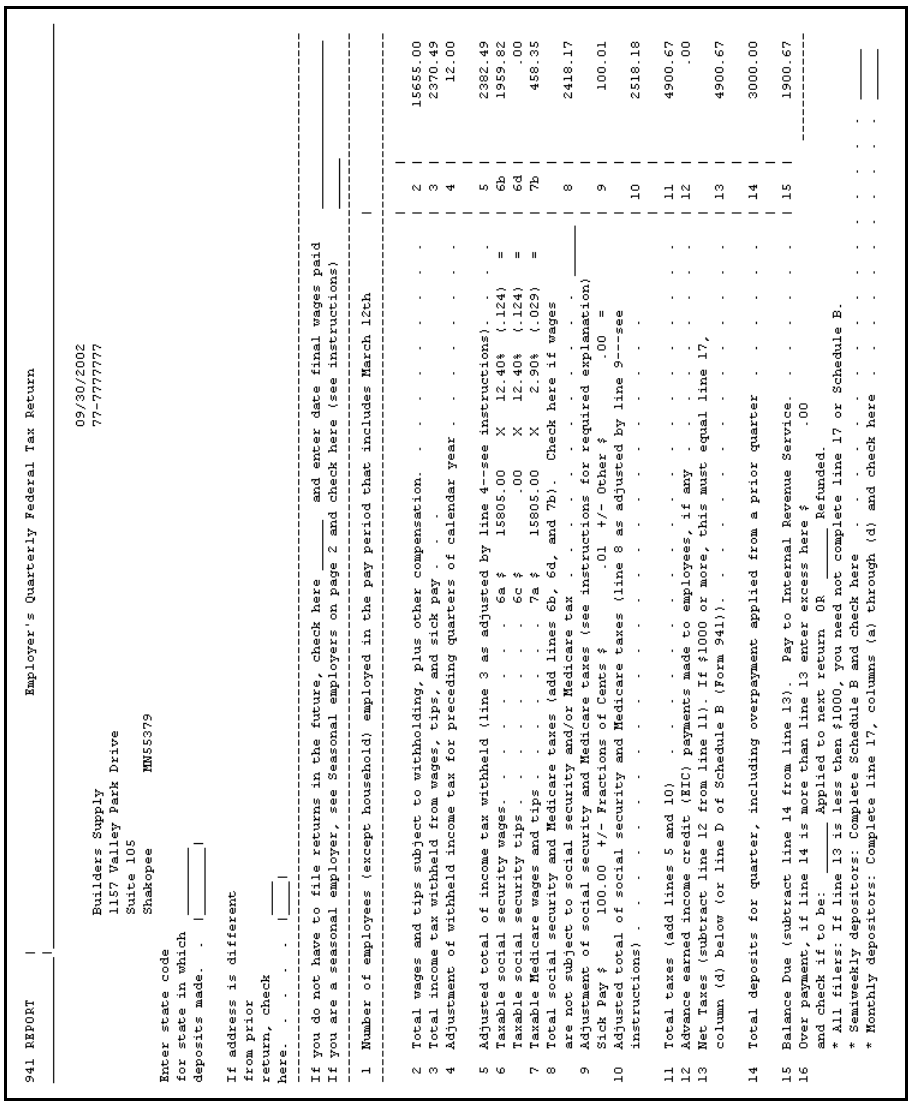
6. Enter the total deposits for the quarter.

7. Select the output device. See “Output the Report” on page 1-74 for more information. After the worksheet is produced, the **Periodic Processing** menu appears.

Notes on the Worksheet

If the letter **F** is in the right margin, a fractional adjustment has been made for Medicare and Social Security rounding. If the letter **F** is not in the right margin, the fractional amount is included in the amount shown.

941 Worksheet



941 REPORT | Employer's Quarterly Federal Tax Return

09/30/2002
77-7777777

Builders Supply
1157 Valley Park Drive
Suite 105
Shakopee MN55379

Enter state code for state in which deposits made. | | |

If address is different from prior return, check here. | |

If you do not have to file returns in the future, check here ____ and enter date final wages paid ____
If you are a seasonal employer, see Seasonal employers on page 2 and check here (see instructions) ____

1 Number of employees (except household) employed in the pay period that includes March 12th | | 2 | 15655.00
2 Total wages and tips subject to withholding, plus other compensation | | 3 | 2370.49
3 Total income tax withheld from wages, tips, and sick pay | | 4 | 12.00
4 Adjustment of withheld income tax for preceding quarters of calendar year | | | |
5 Adjusted total of income tax withheld (line 3 as adjusted by line 4--see instructions) | | 5 | 2382.49
6 Taxable social security wages 6a $ 15805.00 X 12.40% (.124) = | | 6b | 1959.82
Taxable social security tips 6c $ .00 X 12.40% (.124) = | | 6d | .00
7 Taxable Medicare wages and tips 7a $ 15805.00 X 2.90% (.029) = | | 7b | 458.35
8 Total social security and Medicare taxes (add lines 6b, 6d, and 7b). Check here if wages are not subject to social security and/or Medicare tax | | 8 | 2418.17
9 Adjustment of social security and Medicare taxes (see instructions for required explanation) Sick Pay $ 100.00 +/- Fractions of Cents $ .01 +/- Other $ .00 = | | 9 | 100.01
10 Adjusted total of social security and Medicare taxes (line 8 as adjusted by line 9--see instructions) | | 10 | 2518.18
11 Total taxes (add lines 5 and 10) | | 11 | 4900.67
12 Advance earned income credit (EIC) payments made to employees, if any | | 12 | .00
13 Net Taxes (subtract line 12 from line 11). If $1000 or more, this must equal line 17, column (d) below (or line D of Schedule B (Form 941)) | | 13 | 4900.67
14 Total deposits for quarter, including overpayment applied from a prior quarter | | 14 | 3000.00
15 Balance Due (subtract line 14 from line 13). Pay to Internal Revenue Service | | 15 | 1900.67
16 Over payment, if line 14 is more than line 13 enter excess here $ .00
and check if to be: ____ Applied to next return OR ____ Refunded.
* All filers: If line 13 is less than $1000, you need not complete line 17 or Schedule B.
* Semiweekly depositors: Complete Schedule B and check here
* Monthly depositors: Complete line 17, columns (a) through (d) and check here

W-2 Forms

You can print W-2 forms after you have processed the payrolls for the year but before you do year-end maintenance. You can also print W-2 forms from last-year Payroll files after you perform year-end maintenance.

The forms summarize each employee's wages and taxes withheld during a calendar year. Employees use these forms to fill out local, state, and federal tax returns, and you must send a copy of each employee summary to the tax authorities when you complete the company's tax forms. The information on W-2 forms comes from the **PAEDxxx** (Employee Deduction History), **PAEExxx** (Employee Earnings History), **PAEMxxx** (Employee Miscellaneous History), **PAEGxxx** (Employee General Information), and **PAEWxxx** (Employee Withholding History) files.

If you have employees who have worked in several states, the system prints the deferred compensation for each state. You may have to send copies of individual state W-2s to each state when you file your federal income tax return.

The Payroll system does not handle legal representative and 942 employee reporting, third-party sick pay, Medicare for government employees, or golden parachute payments. You must calculate these amounts yourself and enter them in each employee's history record in the **Employee History** function (page 10-29).

The Payroll system does handle dependent care benefits, 457 Plans, Non-457 Plans, and group term life insurance if you enter the necessary information in the **Employee History** function.

Before you use this function to produce magnetic media, get the guidelines for this procedure from the Social Security Administration (SSA). While Open Systems magnetic media has received general approval from the SSA, *your* company must apply for and receive SSA approval before filing on magnetic media.

Magnetic media can only be produced in the MMREF-1 format for 2002. Previous formats are not accepted by the SSA and are not supported by OSAS. Check SSA regulations before you submit magnetic media.

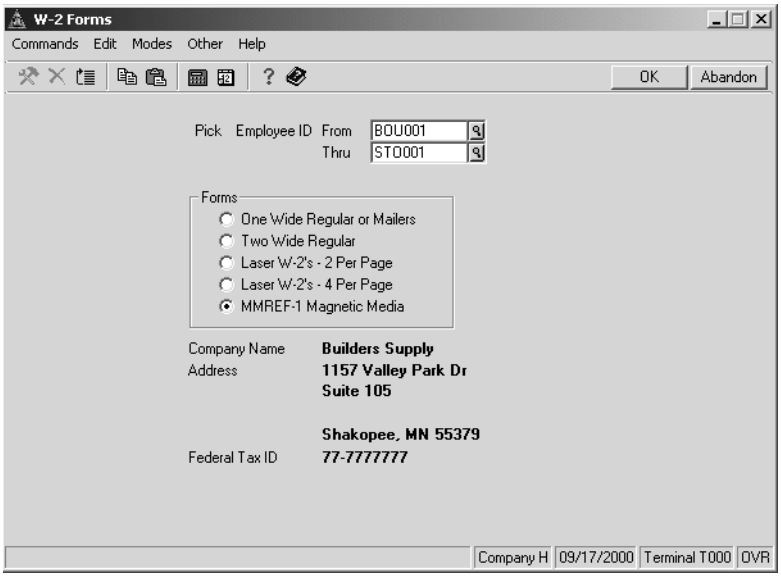
In addition, some states now require companies with more than 250 employees to file W-2 information on magnetic media; contact your state tax authorities for more information. OSAS does not support state magnetic media. However, some states will accept the federal media format, and OSAS includes the state records in the MMREF-1 format file. Check with your state for more information.

Before You Produce W-2 Forms

Check the relevant fields—such as statutory employee and allocated tips—in the **PAEGxxx** (Employee General Information) file (page 10-3) and **PAEMxxx** (Employee Miscellaneous History) file to make sure that the information is what you want on the W-2 forms.

W-2 Forms Screen

Select **W-2 Forms** from the **Periodic Processing** menu. The W-2 Forms screen appears.



Inquiry

1. Enter the range of employees for which you want to produce W-2 forms.

2. Select the format for the W-2 forms:

   - Choose **One-Wide Regular or Mailers** or **Two-Wide Regular** to produce regular or mailer forms. OSAS does support two-wide mailers. If you select two-wide forms, change the standard printer to 135 columns in Resource Manager.

   - Choose one of the **Laser W-2** options to print W-2 forms on standard laser printers. Use the four per page option for employee forms only.

   - Choose **MMREF-1 Magnetic Media** to produce W-2 magnetic media. See “MMREF-1 Magnetic Media” on page 9-33 for more information.

The company name, address, and federal tax ID appear.

3. If you selected any option other than **MMREF-1 Magnetic Media**, select the output device.

Note

Selecting the **File** output device option for the W-2 forms is **not** the same as the magnetic media reporting functions described below. Do not send the resulting file to the government.

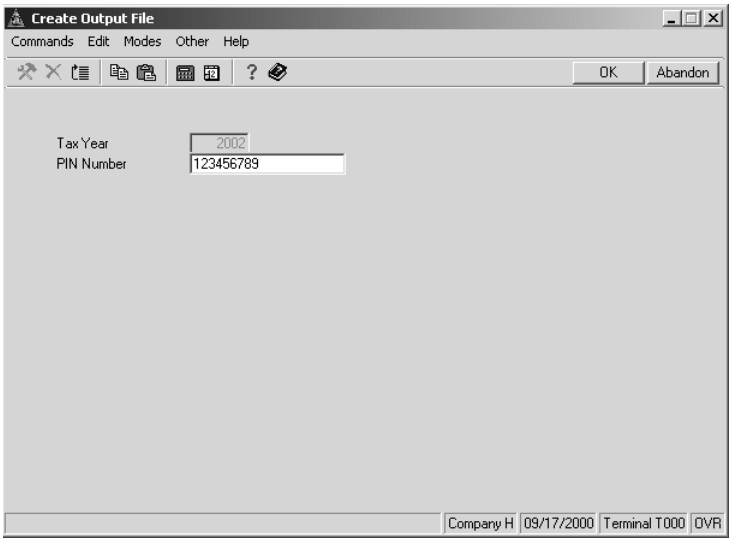
4. If you selected the **Printer** output device option, insert the forms into the printer. A control form prints first with **CONTROL NUMB** printed in the upper left corner of the form. If **CONTROL NUMB** is not printed inside the Control Number box, adjust the forms and select **No** (or enter **N** in text mode) at the **Is Form Aligned?** prompt to print it again. Continue this procedure until the words print in the correct place, and then select **Yes** (or enter **Y** in text mode).

   W-2 forms are printed two or four to a page. The first W-2 that is printed should be the first W-2 on the page.

   After the forms are produced, the **Periodic Processing** menu appears.

MMREF-1 Magnetic Media

When you select **MMREF-1 Magnetic Media** on the W-2 Forms screen, the Create Output File screen appears.



Press **Enter** to use the current tax year or enter a different tax year. This year is included in the tax file that is created. If a work file already exists for this tax year, this prompt appears:

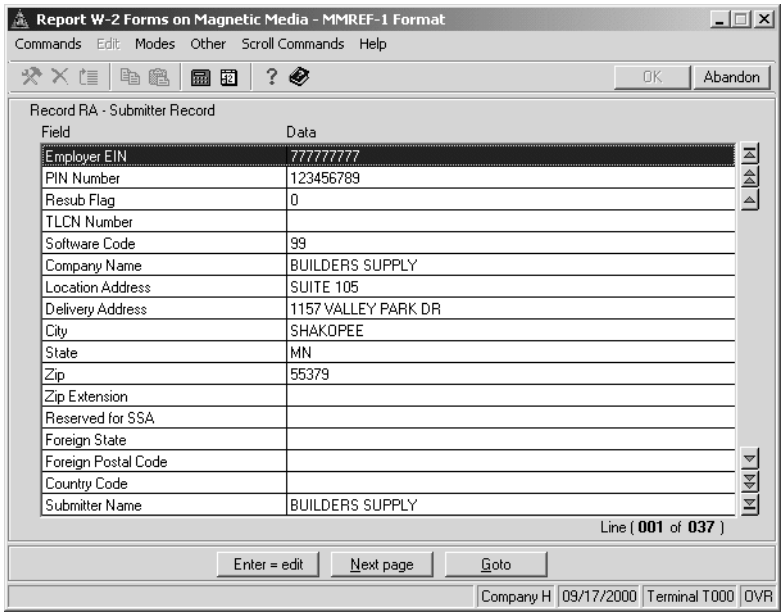
Magnetic media scratch file already exists. Do you want to start over?

To continue working with the existing file, select **No** (or enter **N** in text mode) and skip to “Processing Employees Selection Screen” on page 9-36. To prepare magnetic media from scratch, select **Yes** (or enter **Y** in text mode).

Next, enter the PIN number assigned to you by the Social Security Administration (SSA). A PIN number is required before you can file using the MMREF-1 format, and you must acquire it from the SSA before you create magnetic media.

Use the **Proceed** (**OK**) command to proceed to the submitter record screen.

Submitter Record Screen



For an explanation of these fields and their contents, consult the Magnetic Media Reporting and Electronic Filing handbook available from the Social Security Administration.

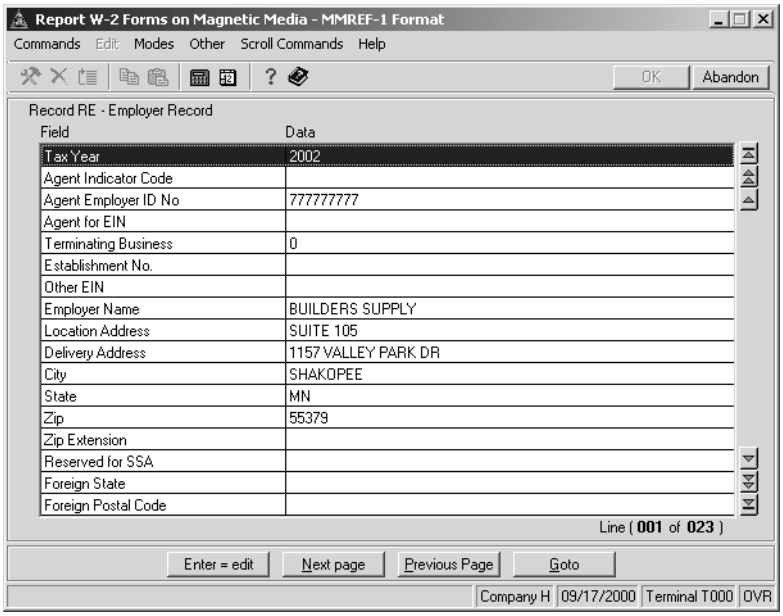
Verify the information presented on the Submitter Record screen. To change a value, press **Enter** and enter the new value.

Note

Changing some of these values may cause the Social Security Administration to reject your file. Consult the MMREF handbook before you change the values that appear.

To save your entries, press **N**. The Employer Record screen appears.

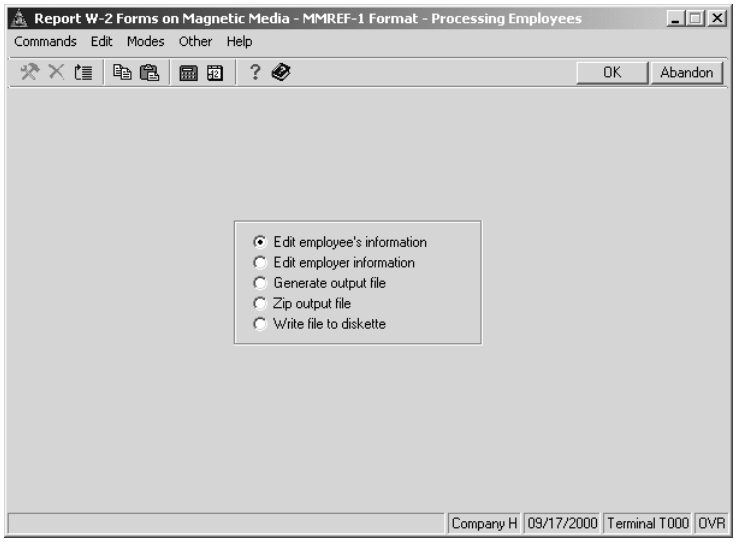
Employer Record Screen



Verify the information presented on the Employer Record screen. To change a value, press **Enter** and enter the new value.

To return to the Submitter Record screen, press **P**. To continue to the Processing Employees selection screen, press **N**.

Processing Employees Selection Screen



The Processing Employees selection screen contains five options to edit and create the magnetic media file.

- Select **Edit employee's information** to edit the federal and state tax information for your employees. See "Employee Information Screen" on page 9-37 for more information.

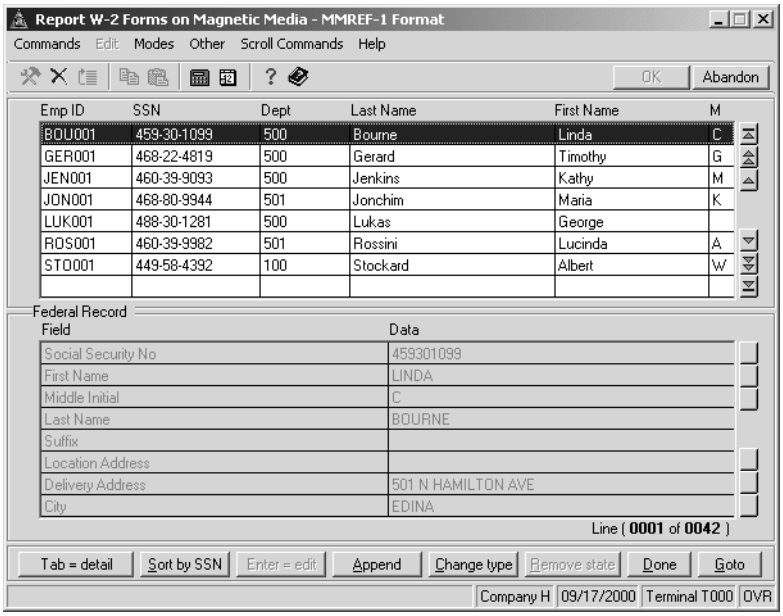
- Select **Edit employer information** to return to the Submitter Record and Employer Record screens to edit the employer submitter and employer records. See page 9-34 and page 9-35 for more information.

- Select **Generate output file** to generate the magnetic media file. See "Generate MMREF-1 File Screen" on page 9-39 for more information.

- Select **Zip output file** to compress or zip the output file before you write it to the diskette. Use this function if the file is too large to fit on one diskette.

- Select **Write file to diskette** to copy the MMREF-1 file to a diskette. See "Write File to Diskette Screen" on page 9-41 for more information.

Employee Information Screen


Report W-2 Forms on Magnetic Media - MMREF-1 Format
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Emp ID SSN Dept Last Name First Name M
BOU001 459-30-1099 500 Bourne Linda C
GER001 468-22-4819 500 Gerard Timothy G
JEN001 460-39-9093 500 Jenkins Kathy M
JON001 468-80-9944 501 Jonchim Maria K
LUK001 488-30-1281 500 Lukas George
ROS001 460-39-9982 501 Rossini Lucinda A
STO001 449-58-4392 100 Stockard Albert W
Federal Record
Field Data
Social Security No 459301099
First Name LINDA
Middle Initial C
Last Name BOURNE
Suffix
Location Address
Delivery Address 501 N HAMILTON AVE
City EDINA
Line (0001 of 0042)
Tab = detail Sort by SSN Enter = edit Append Change type Remove state Done Goto
Company H 09/17/2000 Terminal T000 OVR

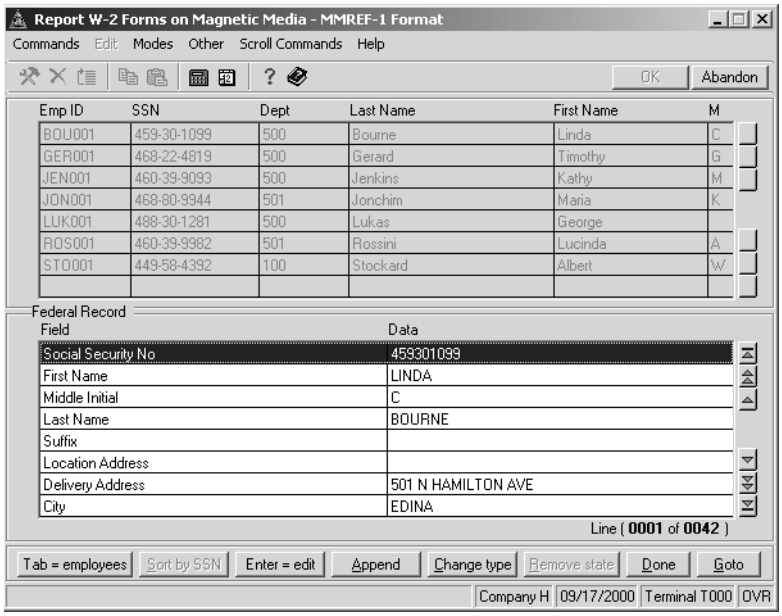
The Employee Information screen is divided into two parts. The top section lists all the employees in the range you specified that have wage and federal tax information on file. In the bottom section, the federal and state records for the selected employee appear. You can edit the federal and state records, if needed, and you can also append and delete state records from the file.

To edit an employee's information, select the employee in the top section of the screen. Then use any of these commands:

- Press **Tab** to switch to the tax record section for the selected employee.
- Press **S** to change the order in which the employees are listed. You can sort, alternately, by employee ID, social security number, department ID, and employee name.
- Press **A** to add an employee to the end of the file.

- Press **C** to change the tax authority record type (federal or state) that appears for the selected employee in the bottom section of the screen.
- Press **D** to return to the Processing Employees selection screen.
- Press **G** to move to a specific employee record in the list, then enter the employee code or use the **Inquiry** (**F2**) command to select an employee.

When you press **Tab** to work with the federal and state information for an employee, the bottom of the screen is activated:

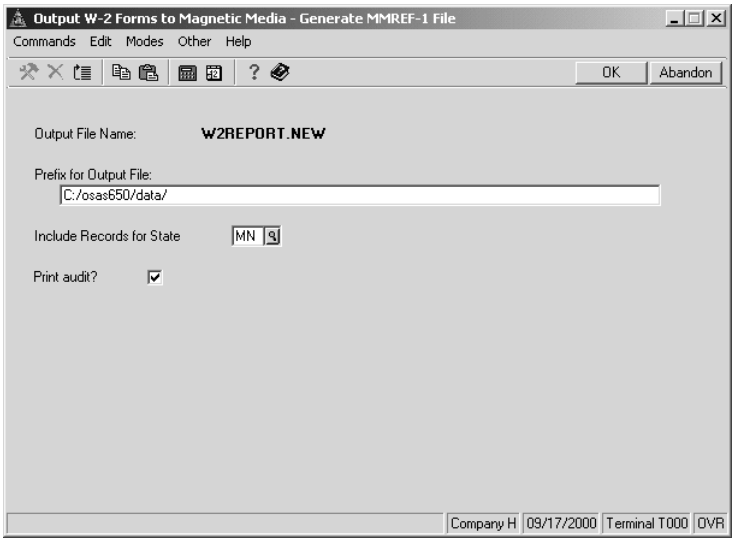

Report W-2 Forms on Magnetic Media - MMREF-1 Format
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Emp ID SSN Dept Last Name First Name M
BOU001 459-30-1099 500 Bourne Linda C
GER001 468-22-4819 500 Gerard Timothy G
JEN001 460-39-9093 500 Jenkins Kathy M
JON001 468-80-9944 501 Jonchim Maria K
LUK001 488-30-1281 500 Lukas George
ROS001 460-39-9982 501 Rossini Lucinda A
STO001 449-58-4392 100 Stockard Albert W
Federal Record
Field Data
Social Security No 459301099
First Name LINDA
Middle Initial C
Last Name BOURNE
Suffix
Location Address
Delivery Address 501 N HAMILTON AVE
City EDINA
Line (0001 of 0042)
Tab = employees Sort by SSN Enter = edit Append Change type Remove state Done Goto
Company H 09/17/2000 Terminal T000 OVR

To work with an employee's federal or state records, use any of these commands:

- Press **Tab** to return to the top section of the screen and select a new employee record.
- Press **Enter** to change the current field value.

- Press **A** to add a state record for the employee.
- Press **C** to switch between federal and state records for the employee.
- Press **R** to remove the current state record for the selected employee.
- Press **D** when you are finished to return to the Processing Employees selection screen.
- Press **G** to move to a specific field in the federal or state record, then use the **Inquiry** (**F2**) command to select the field from the list that appears.

Generate MMREF-1 File Screen



Follow these steps to create the MMREF-1 file:

1. Enter the path where you want the file to be created. If the file already exists, this prompt appears:

   MMREF-1 output file already exists. Do you want to overwrite?

If you do not want to re-create the output file, select **No** (or enter **N** in text mode) and enter a different path for the file. To erase the existing file and create a new one, select **Yes** (or enter **Y** in text mode).

2. If you want to create magnetic media for filing with federal authorities, press **Enter** to leave the **Include Records for State** field blank. The resulting file contains the federal records and the state records for all states with activity.

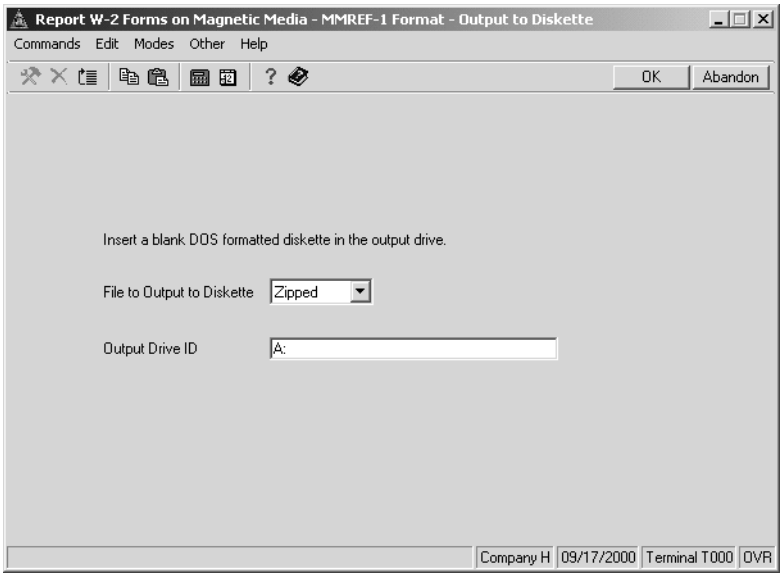
   If you want to include only a single state's records and the associated federal records, enter the state ID or use the **Inquiry** command to look up and select a state from the list that appears.

   If you enter a state, OSAS warns you that the state records that are generated will use the MMREF-1 format approved by the SSA for federal records. Your state may require a different format for state records. Check with your state for more information.

3. If you want an audit report of the information to be printed as it is written to the diskette, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

4. Use the **Proceed** (**OK**) command to create the magnetic media file. After the file is created, a message appears describing the size of the resulting file. Press **Enter** to return to the Process Employees selection screen.

Write File to Diskette Screen



To write the file to a diskette, follow these steps:

1. Insert a blank, formatted diskette into the drive.

2. Select the type of file to write to the diskette. Enter **Z** if you zipped (compressed) the file, or **U** if you did not zip the file.

3. Enter the drive letter of the floppy drive.

4. Use the **Proceed** (**OK**) command to copy the file to the diskette and return to the **Periodic Processing** menu.

Roll Up Leave Balances

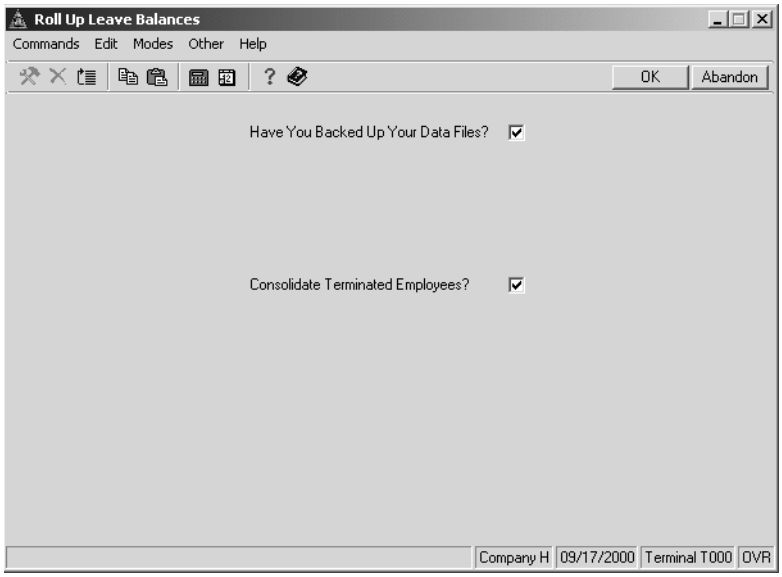
The **Roll Up Leave Balances** function combines all leaves taken and accrued into one total, comparing it with the total that has been updated in the **PAEGxxx** (Employee General Information) file. The beginning vacation and sick balances are kept in the **PAHVxxx** (Leave Adjustment History) file, along with the detail posted from **Post Checks**, **Void Checks**, and **Leave Adjustments** functions. If the system determines that there is a difference between the hours posted to the **PAHVxxx** file and the **PAEGxxx** file, it writes the number from the **PAHVxxx** file into the **PAEGxxx** file and creates an audit log recording the change.

Note

Back up your data files before you proceed with this function. Print the Sick Leave and Vacation Report, because sick and vacation accruals are cleared by this function.

Roll Up Leave Balances Screen

Select **Roll Up Leave Balances** from the **Periodic Processing** menu. The Roll Up Leave Balances screen appears



1. If you have backed up your data files, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If you have not backed up your files, exit to the menu and do so before proceeding.

2. If you want to consolidate terminated employees, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

3. Select the output device to print the audit log. See “Output the Report” on page 1-74 for more information. After the log is produced, the **Periodic Processing** menu appears.

Consolidate Leave Audit Log

09/14/2002 Builders Supply Page 1
9:18 AM Consolidate Leave Audit Log

		VACATION			SICK			
ID	EMPLOYEE NAME	SUMMARY	DETAIL	DIFFER	SUMMARY	DETAIL	DIFFER	ERROR MESSAGE
BOU001	Bourne, Linda C	128.000	128.000	.000	96.000	96.000	.000	
GER001	Gerard, Timothy G	160.000	160.000	.000	80.000	80.000	.000	
JEN001	Jenkins, Kathy M	80.000	80.000	.000	32.000	32.000	.000	
JON001	Jonchim, Maria K	.000	.000	.000	16.000	16.000	.000	
LUK001	Lukas, George	80.000	80.000	.000	32.000	32.000	.000	
ROS001	Rossini, Lucinda A	40.000	40.000	.000	.000	.000	.000	
		488.000	488.000	.000	256.000	256.000	.000	

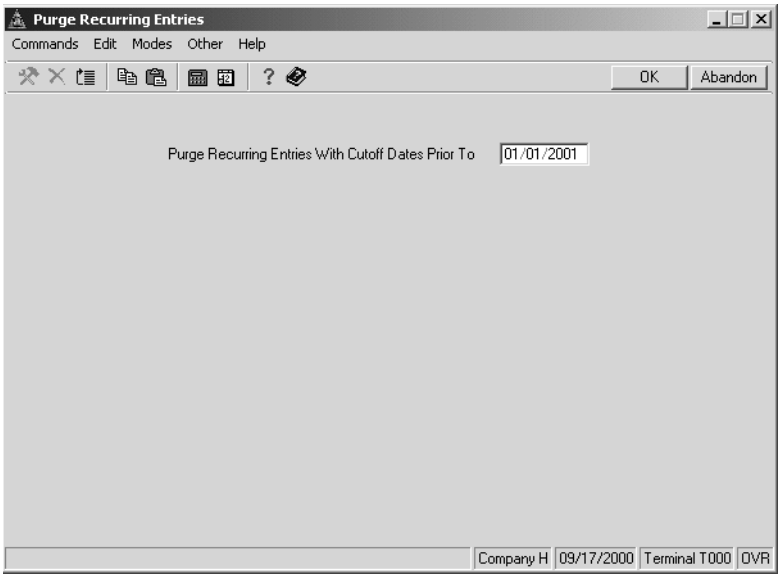
End of Report

Purge Recurring Entries

Use the **Purge Recurring Entries** function to delete recurring time tickets. When the **PARExxx** (Recurring Entries) file gets too large, use this function to create more room on your system.

Purge Recurring Entries Screen

Select **Purge Recurring Entries** from the **Periodic Processing** menu. The Purge Recurring Entries screen appears.



Recurring entries with a cutoff date before the date you enter here are purged. Use the **Proceed** (**OK**) command to purge recurring entries. After the entries are purged, the **Periodic Processing** menu appears.

Periodic Maintenance

At the end of each calendar quarter, do quarter-end maintenance to prepare for next quarter's data. This procedure clears out the quarter-to-date balances in the **PADPxxx** (Department) file, deletes history records before the date you specify (if you keep history), and increments the current quarter number in the **PACTLxxx** table.

At the end of each calendar year, do year-end maintenance to prepare your files for next year's entries. This procedure clears out the quarterly and year-to-date balances in the **PAEMxxx** (Employee Miscellaneous History) file and the year-to-date information in the **PADPxxx** file, deletes records of terminated employees from the **PAEGxxx** (Employee General Information) and **PAEMxxx** files, and creates these last-year files with the *.LY* extension:

- **PACDxxx** (Checks Deductions)
- **PACExxx** (Checks Earning)
- **PACHxxx** (Checks)
- **PACWxxx** (Checks Withholdings)
- **PADDxxx** (Deductions)
- **PADExxx** (Employee Deductions)
- **PADPxxx** (Department)
- **PADXxxx** (Deduction Exclusion)
- **PAECxxx** (Earning Codes)
- **PAEDxxx** (Employee Deduction History)
- **PAEExxx** (Employee Earnings History)
- **PAEGxxx** (Employee General Information)
- **PAEMxxx** (Employee Miscellaneous History)
- **PAEPxxx** (Employee Personnel)
- **PAESxxx** (Employee Federal/State/Local Withholdings)
- **PAETxxx** (Earnings Types)
- **PAEWxxx** (Employee Withholding History)
- **PAEXxxx** (Employee Exclusion)
- **PAINxxx** (Payroll Information)
- **PALCxxx** (Labor Class)
- **PATBxxx** (Tables)

- **PATXxxx** (Tax Tables)
- **PAWIxxx** (Withholdings)
- **PAWXxxx** (Withholding Exclusion)

The **PATB.LY** (*LY* represents last-year data) and **PATX.LY** files are created so that the system can distinguish differences between prior-year and current-year tax percentages.

You cannot use the **Periodic Maintenance** function if you are working with prior-year files. You must be in quarter 4 of the current year to run year-end maintenance.

Because year-end maintenance automatically does quarter-end maintenance, you do not have to perform both quarter-end and year-end maintenance at the end of period 4.

Before You Begin

Before you do quarter-end or year-end maintenance, produce these reports:

- Earnings and Deduction Report (page 7-5)
- Sick Leave and Vacation Report (page 7-7)
- Quarterly Employer's Tax Report (page 9-13)
- Quarterly Withholding Report (page 9-17)
- Quarterly State Unemployment Report (page 9-21)
- 941 Worksheet (page 9-25)
- Department Report (page 9-5)

If you are deleting history, you should also produce the Transaction History Report (page 7-9) and the Check History Register (page 7-13).

Back up your data files. Then post expenses to General Ledger (page 9-7) and back up your data files again.

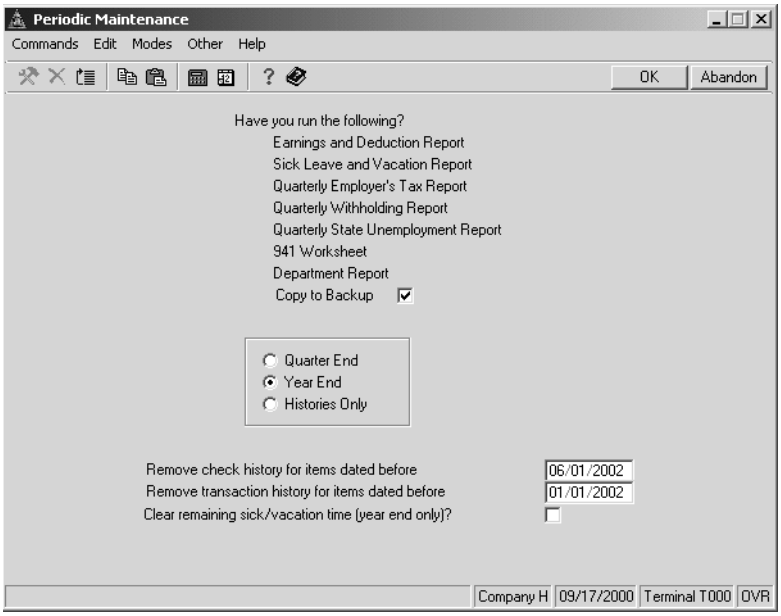
Note

If you delete check history and then print the 941 Worksheet from last year's files, the eighth monthly period breakdown on the 941 Worksheet is incorrect.

Finally, if you have a multiuser system, make sure that no one else is using the Payroll system. You cannot perform quarter-end and year-end maintenance if someone else is using Payroll functions.

Periodic Maintenance Screen

Select **Periodic Maintenance** from the **Periodic Processing** menu. The Periodic Maintenance screen appears.



1. Before you perform quarter-end or year-end maintenance, print the reports listed on the screen and back up your data files. Select the box (or enter **Y** in text mode) when you have completed the listed tasks.

2. Select the kind of maintenance you want to perform. You can perform quarter-end or year-end maintenance, or you can purge history only (which does not close the quarter or year).

3. If you want to delete history because your files are getting too large or because you no longer need check and transaction history before a particular date, enter the dates for check and transaction history to indicate where the deletion should stop. For example, if you enter **12/31/2001**, history before and including that date is deleted.

   If you do not want to delete history, press **Enter** to leave the date blank.

4. If you want to clear remaining sick and vacation time, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

5. Use the **Proceed** (**OK**) command to save your entries and begin maintenance processing. When the procedure finishes, the **Periodic Processing** menu appears.

Close Last Year

After you have performed year-end maintenance and completed all processing on last-year's files (for example, printing W-2s), use the **Close Last Year** function to delete last year's files.

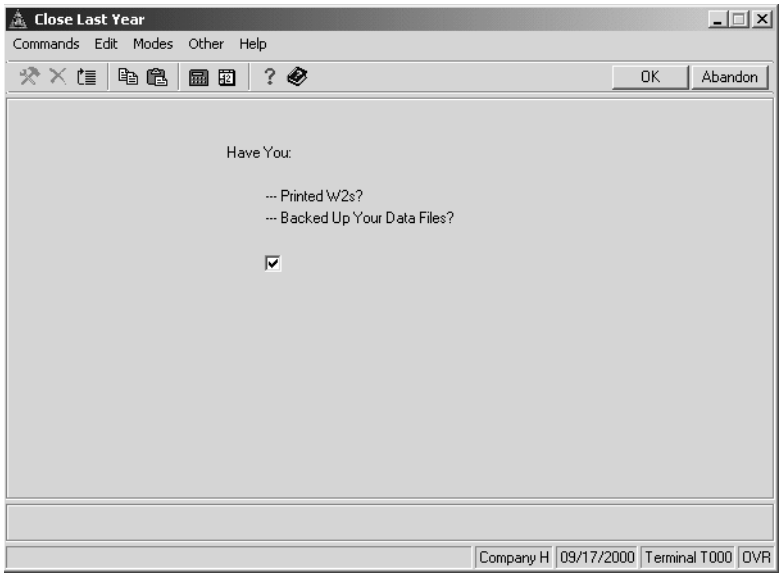
You cannot use the **Close Last Year** function if you are currently working with prior-year files.

Before You Begin

Before you close last year's files, print W-2s and back up your data files. Once you delete last year's files, you cannot reprint W-2s for that year unless you have a backup copy.

Close Last Year Screen

Select **Close Last Year** from the **Periodic Processing** menu. The Close Last Year screen appears.



If you have printed W-2s and backed up your data files (see “Before You Begin” on page 9-50), select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If you have not backed up your files, use the **Exit** (**F7**) command to exit to the menu and do so before closing.

Use the **Proceed** (**OK**) command to begin purge processing. When the purge finishes, the **Periodic Processing** menu appears.

File Maintenance 10

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Employee

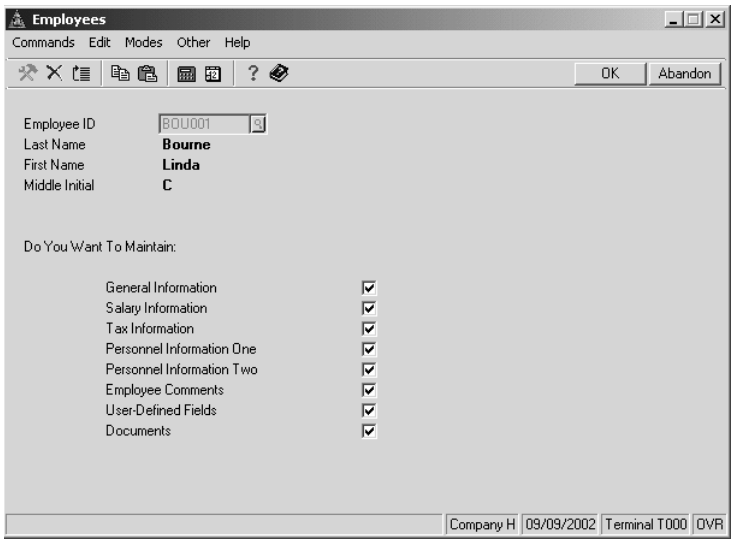
Use the **Employees** function to add employee records, change descriptive data in employee records that are on file, and delete employee records (only when they have been added in error).

You cannot use the **Employees** function to change earnings or withholdings figures. You can, however, use the **Employee History** function (see page 10-29) to change withholding figures. If you edit employee history, a log is printed so that you can maintain an audit trail.

Because you must print W-2 forms and other year-end reports for all employees—including terminated ones—you cannot delete employee records that have amounts in their history files. Instead, terminated employee records are deleted for current-year data when you do year-end maintenance. They are retained in last year's files so that you can produce W-2 forms.

Employees Screen

Select **Employees** from the **File Maintenance** menu. The Employees selection screen appears.



Inquiry

Enter the ID of the employee whose record you want to add, edit, or delete. If you enter an existing ID, the employee's name appears. If you need to add an employee (for example, for W-2 reporting), press enter the new ID and select General Information below.

If you try to add an employee to the **PAEGxxx.LYx** (last year Employee General Information) file, the **PAEGxxx** (current Employee General Information) file is not updated. Instead, the system warns you that adding employees in last year files does not update current-year files.

To delete an employee record, use the **Delete** (**F3**) command. Both the employee's record and the employee's history record are deleted. If values greater than zero exist in the employee's record, the system warns you that you cannot delete employees with existing history. Records of terminated employees are automatically deleted from current year files during year-end processing.

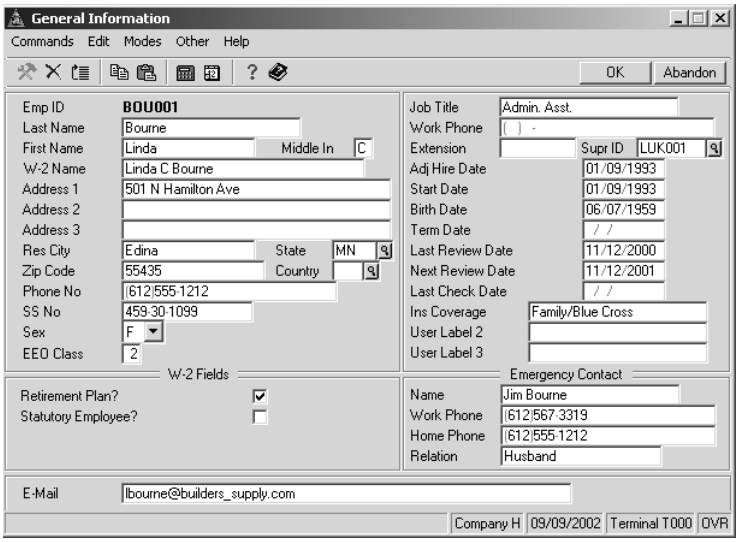
Inquiry

The **Copy From** field appears if you add a new employee ID. Use this field to copy salary and tax information from another employee's record to save time.

Select the boxes (or enter **Y** in text mode) next to the information types you want to view, add, or edit. If you do not need to change that type of information, clear the box (or enter **N** in text mode). When you have selected the information you want, use the **Proceed** (**OK**) command to go to the first information screen.

General Information Screen

Use the General Information screen to enter basic information about your employees: address, phone number, dates of hire and review, and contacts.



Field	Description
Last Name/First Name/Middle In	Enter the employee's last and first name and middle initial.
W-2 Name	Enter the employee's name as it should appear on the W-2 forms you print.

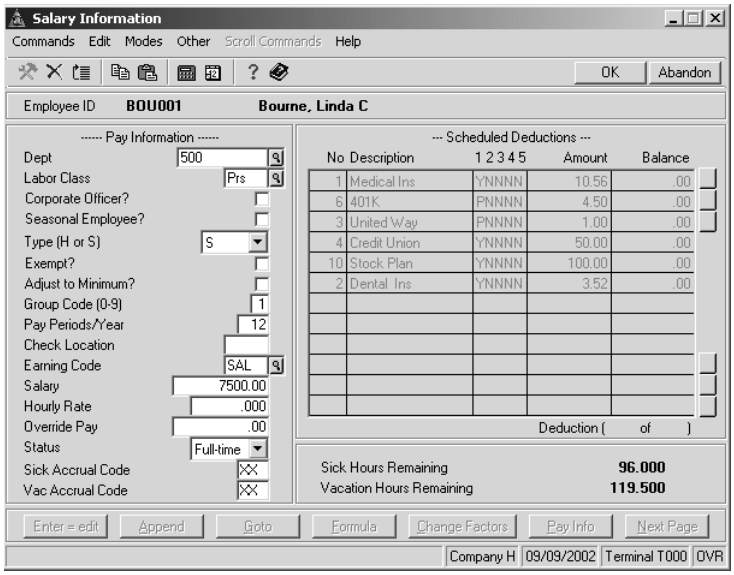
	Field	Description
	Address 1/2/3	Enter the employee's street address, city, and state of residence.
Inquiry	**Res City/State/Zip Code/Country**	Enter the employee's city, state, zip or postal code, and country of residence. The **Inquiry** (**F2**) command is available in the **State** and **Country** fields.
	Phone No	Enter the employee's home phone number using the mask that appears.
	SS No	Enter the employee's social security number.
	Sex	Enter **M** if the employee is male or **F** if the employee is female.
	EEO Class	Enter the employee's Equal Employment Opportunity classification: **1** White **2** African-American **3** Latino **4** Asian-American or Pacific Islander **5** Native American or Native Alaskan
	Retirement Plan?	If the employee participates in your company's retirement program, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). This information is used on W-2 forms.
	Statutory Employee?	If the employee qualifies as a statutory employee, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). This information is used on W-2 forms.
	Job Title	Enter the employee's job title.
	Work Phone/ Extension	Enter the employee's work phone number and extension.

	Field	Description
Inquiry	**Supr ID**	Enter the ID of the employee's supervisor or manager.
	Adj Hire Date	Enter the employee's adjusted hire date, which is the date the employee actually began working for the company (as opposed to when the employee accepted the job). This date is used in personnel reports.
	Start Date	Enter the date of employment for the employee. This date is used to calculate sick time and vacation time.
	Birth Date	Enter the employee's date of birth.
	Term Date	If the employee no longer works for the company, enter the date of the employee's termination. Employee records that contain a termination date are deleted automatically during year-end maintenance.
	Last Review Date/ Next Review Date	Enter the employee's last and next review dates.
	Last Check Date	Enter the date of the last check the employee received. This field is updated when you post checks.
	User-Defined Labels 1/2/3	Enter information in these user-definable fields, if necessary. You can define the prompts that appear using the **USRDFxxx** table (see page 10-85).
	Name/Work Phone/ Home Phone/ Relation	Enter the emergency contact information for the employee: the name of the person to contact in case of an emergency, the emergency contact's home and work phone numbers, and the contact's relation to the employee.
	E-Mail	Enter the employee's e-mail address.

Use the **Proceed** (**OK**) command to save your changes. If you selected another type of information on the Employee selection screen, that screen appears. If you did not select any other screens, the Employee selection screen appears.

Salary Information Screen

Use the Salary Information screen to enter and maintain pay information for your employees. If you copied an employee record, make sure that the information on this screen is correct for each employee.


Salary Information
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Employee ID BOU001 Bourne, Linda C
------ Pay Information ------
Dept 500
Labor Class Prs
Corporate Officer?
Seasonal Employee?
Type (H or S) S
Exempt?
Adjust to Minimum?
Group Code (0-9) 1
Pay Periods/Year 12
Check Location
Earning Code SAL
Salary 7500.00
Hourly Rate .000
Override Pay .00
Status Full-time
Sick Accrual Code
Vac Accrual Code
--- Scheduled Deductions ---
No Description 1 2 3 4 5 Amount Balance
1 Medical Ins YNNNN 10.56 .00
6 401K PNNNN 4.50 .00
3 United Way PNNNN 1.00 .00
4 Credit Union YNNNN 50.00 .00
10 Stock Plan YNNNN 100.00 .00
2 Dental Ins YNNNN 3.52 .00
Deduction (of)
Sick Hours Remaining 96.000
Vacation Hours Remaining 119.500
Enter = edit Append Goto Formula Change Factors Pay Info Next Page
Company H 09/09/2002 Terminal T000 OVR

Pay Information

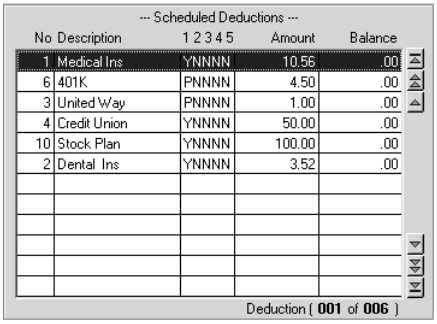
	Field	Description
Inquiry	**Dept**	Enter the employee's department. If necessary, you can indicate that an employee worked in a different department when you enter payroll transactions.
Inquiry Maint	**Labor Class**	Enter the employee's labor classification. Use the **Maintenance** (**F6**) command to add or edit labor classes.

Field	Description
	The labor class you enter here appears in the **Class** field when you enter a time ticket for the employee.
Corporate Officer?	If the employee is a corporate officer, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
Seasonal Employee?	If the employee is a seasonal employee, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
Type (H or S)	Enter **H** if the employee is paid by the hour or **S** if the employee is paid a salary.
Exempt?	If the employee is salaried, select the box (or enter **Y** in text mode) if the employee is exempt and does not receive overtime pay. Clear the box (or enter **N** in text mode) if the employee is nonexempt and should receive overtime pay.
Adjust to Minimum?	If the employee does not receive tips, clear the box (or enter **N** in text mode). If the employee receives tips as part of his or her earnings, select the box (or enter **Y** in text mode) so that the wages are adjusted to bring the employee's earnings up to minimum wage if the reported tips do not.
Group Code	When you calculate checks, use the group code to identify the employees you want to pay. Common practice is to use a unique group code for each pay cycle (weekly, biweekly, semimonthly, and so on). Enter the code that identifies the check processing group to which the employee belongs.
Pay Periods/Year	Enter the number of times the employee is paid during the year. This number is used when taxes are calculated during check calculation.

	Field	Description
	Check Location	Enter the check location for the employee. This information is used as a sort option when you print checks.
Inquiry Maint	**Earning Code**	Enter the default earning code for the employee. The earning code you enter here appears in the **Earning Code** field when you enter a time ticket for the employee. For a salaried employee, this code is used to create the earnings entry when you calculate checks.
	Salary	If the employee is paid a salary, enter the salary he or she receives each pay period. You must enter a salary for salaried employees to ensure correct calculations.
	Hourly Rate	Enter the employee's hourly pay rate. You can override the rate when you enter time tickets. The hourly rate is used to calculate pay for hourly employees, calculate amounts allocated to other departments for salaried employees, place dollar values on sick and vacation time for salaried employees, allocate labor expense to a job (if Job Cost is interfaced), and calculate overtime pay for nonexempt salaried employees. If you change a salaried or an hourly employee's pay rate, the following prompt appears: **Pay Rate has changed. Add Change to Pay Change History?** If you select **Yes** (or enter **Y** in text mode), the Pay Rate Change window appears and lists the date of the change and the old pay rate. You can enter a reason for the change.

Field	Description
Override Pay	If a salaried employee is supposed to receive pay other than the usual pay—usually when employees start or terminate within a pay period—enter the amount. When you calculate checks, the amount is calculated in the next run only. After you post checks, this amount is removed from the employee's record.
Status	Enter **F** if the employee works full time or **P** if the employee works part time.
Sick Accrual Code	Enter the code (from the **SICcccxxx** table) for the accrual rate of sick hours for the employee.
Vac Accrual Code	Enter the code (from the **VACcccxxx** table) for the accrual rate of vacation hours for the employee.
Sick Hours Remaining	This field is updated when you post checks that contain sick pay hours. A negative value indicates sick hours taken; a positive value indicates sick hours accrued. You cannot change this value.
Vacation Hours Remaining	This field is updated when you post checks that contain vacation pay hours. A negative value indicates vacation time taken; a positive value indicates vacation time accrued. You cannot change this value.

Scheduled Deductions


--- Scheduled Deductions ---
No Description 1 2 3 4 5 Amount Balance
1 Medical Ins YNNNN 10.56 .00
6 401K PNNNN 4.50 .00
3 United Way PNNNN 1.00 .00
4 Credit Union YNNNN 50.00 .00
10 Stock Plan YNNNN 100.00 .00
2 Dental Ins YNNNN 3.52 .00
Deduction (001 of 006)

Press **Tab** to switch to the **Scheduled Deductions** section of the screen. Each employee can have 999 scheduled deductions.

Use the commands to work with scheduled deduction information:

- Press **Enter** the edit the selected deduction. See “Editing or Adding a Scheduled Deduction” on page 10-13 for more information.
- Press **A** to add a scheduled deduction. See “Editing or Adding a Scheduled Deduction” on page 10-13 for more information.
- Press **G** to go to a specific deduction, then enter the deduction ID. This command appears only when there is more than one screen of deductions.
- Press **F** to add or edit a deduction formula. The Formula Maintenance screen appears. See page 10-91 and appendix C for more information.
- Press **C** to edit factors for a selected deduction. See “Factor Entry” on page 10-14 for more information.
- Press **P** to return to the **Pay Information** section of the screen.
- Press **N** to save your entries for this screen and move to the next screen you selected. Each time you add or edit a line of a deduction entry, that entry is saved to the employee record. You can also use the **Proceed** (**OK**) command to save the information.

Editing or Adding a Scheduled Deduction

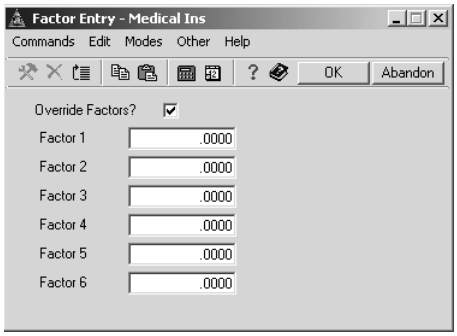
When you press **Enter** to edit a scheduled deduction or **A** to add a scheduled deduction, the fields for the line item become activated.

	Field	Description
Inquiry	**No**	Enter the number of the scheduled deduction. You cannot use the same deduction number more than once for an employee. If you want the same deduction taken twice, you must enter a new deduction number.
	Description	The description of the deduction appears.
	12345	Each of the five characters represents a period code. You might use the pay periods to identify the five weekly pay periods in some months or five pay periods in which different combinations of deductions are taken. For each pay period, enter one of these codes: **N** the deduction is not taken in the pay period **Y** the amount you enter is deducted **P** a percentage of the employee's gross pay is deducted **H** a fixed rate per hour worked is deducted **D** the amount is taken against a declining balance **E** the amount is a declining balance by percentage **G** the amount is a declining balance by formula (If you enter **H** for a salaried employee, you must enter a time ticket to get the deduction.) If you press **Enter**, all pay periods are set to **N**.
	Amount	If you entered **Y** for a pay period, enter the dollar amount that should be deducted.

Field	Description
	If you entered **P** for a pay period, enter the percentage of the employee's gross pay that should be deducted. If you entered **H** for a pay period, enter the dollar amount per hour that should be deducted. If you entered **D** for a pay period, the amount that is deducted is less than or equal to the balance. If you entered **E** for a pay period, the percentage that is deducted equals an amount less than or equal to the remaining balance. If you entered only **F** as the pay period code for the deduction, leave this field blank. The formula calculates the deduction.
Balance	If you entered **D**, **E**, or **G** for a pay period, enter the maximum amount that can be deducted for the employee. If this amount is deducted for an employee for a fiscal year, this deduction is not taken.

Factor Entry

When you press **C** to change or override the established factors for a scheduled deduction, the Factor Entry screen appears.

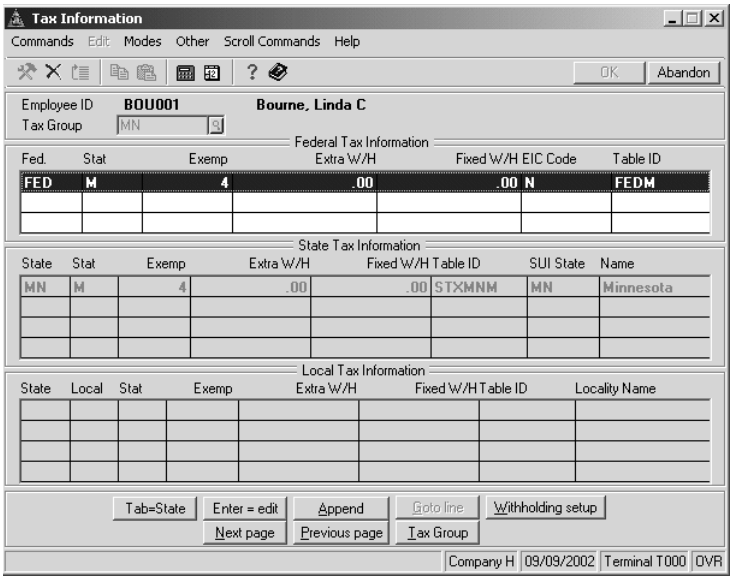


If you want to override the factors you established for the scheduled deduction, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). Next, enter up to six override factors. The factors you enter here take precedence over the factors established in the **Formula Maintenance** function (page 10-91). Factors can represent anything form dollars to percents, depending on how they are used in a formula.

Use the **Proceed** (**OK**) command to save your changes. The Salary Information screen appears with the **Scheduled Deductions** section active.

Tax Information Screen

Use the Tax Information screen to set up federal, state, and local withholding information for each employee and to edit withholding formulas. If you copied an employee record, make sure that the information on this screen is correct for each employee.


Tax Information
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Employee ID BOU001 Bourne, Linda C
Tax Group MN
Federal Tax Information
Fed. Stat Exemp Extra W/H Fixed W/H EIC Code Table ID
FED M 4 .00 .00 N FEDM
State Tax Information
State Stat Exemp Extra W/H Fixed W/H Table ID SUI State Name
MN M 4 .00 .00 STXMNM MN Minnesota
Local Tax Information
State Local Stat Exemp Extra W/H Fixed W/H Table ID Locality Name
Tab=State Enter = edit Append Goto line Withholding setup
Next page Previous page Tax Group
Company H 09/09/2002 Terminal T000 OVR

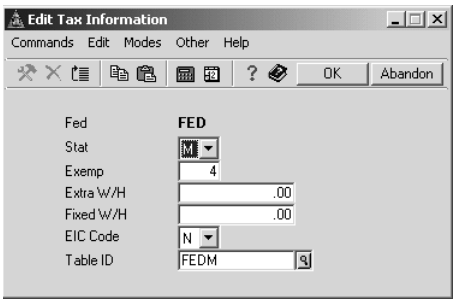
Enter the ID of the tax group that applies to this employee's earnings. A tax group can combine withholding codes for several states and localities. You can change this tax group if necessary during time ticket and manual check entry.

Use the commands to work with the information on this screen:

- Press **Tab** to move between the Federal, State, and Local Tax Information sections of the screen.
- Press **Enter** to edit the selected withholding line. The Edit Tax Information screen appears.
- Press **A** to add a withholding line. The Append Tax Information screen appears.
- Press **G** to go to a specific withholding line, then enter the line number or use the **Inquiry** (**F2**) command to select a line number. This command is available only when there is more than one screen of withholding items.
- Press **W** to exclude withholding tax or to change factors. All possible withholding codes for the employee appear; toggle them on or off.
- Press **N** to save your entries and move to the next screen you selected.
- Press **P** to save your entries and return to the last screen you selected.

Append/Edit Federal Tax Information

The Append Tax Information screen appears when you add a withholding to the Tax Information screen. The Edit Tax Information screen appears when you edit an existing withholding line. Other than the title, these screens are identical.

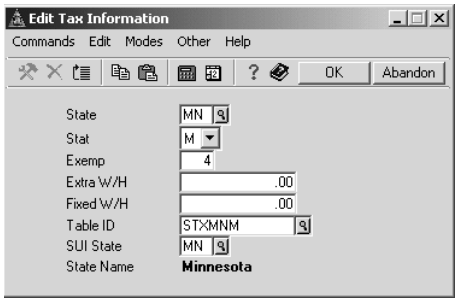


Field	Description
Fed	The Federal tax withholding ID appears.
Stat	Enter **M** if the employee is married or **S** if the employee is single.
Exemp	Enter the number of exemptions that are claimed on the employee's W-4 form for federal tax purposes. If no federal taxes are withheld for the employee, enter **99**.
Extra WH	If the employee wants money withheld in addition to the regular federal withholding, enter the extra dollar amount that should be withheld.
Fixed WH	You can enter an amount of withholding to deduct instead of the calculated federal taxes.

	Field	Description
	EIC Code	Enter **N** if the employee did not request EIC payments, **E** if the employee requested EIC payments only for himself or herself, or **B** if both the employee and his or her spouse file for advance EIC payments. (See *Circular E* for details.)
Inquiry	**Table ID**	Select **FEDM** for a married employee or **FEDS** for a single employee. If you do not select the correct table ID, an employee may be taxed incorrectly.

State Tax Information

When you press **Enter** or **A**, you can edit or append state withholding tax in an employee's record.

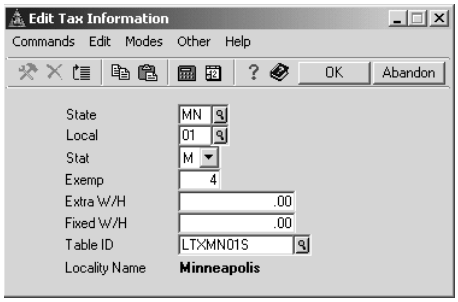


	Field	Description
Inquiry	**State**	Enter the employee's state postal code. The state you enter determines which state tax routines are used when the employee's state withholding is calculated. If the employee works in more than one state, the first state code must be the code for the employee's home state.

	Field	Description
		If you enter the code for a state that is not in the **PACO** (Codes) file, an invalid entry message appears.
	Stat	For state withholding, enter **S** if the employee is single, **M** if the employee is married, **U** if the employee is an unmarried head of a household, **J** if the employee is married and files jointly, or **B** if the employee is married to a working spouse and they file jointly. Some states do not allow all these codes. Check with the state tax authorities for more information.
	Exempt	Enter the number of exemptions the employee claims for state tax purposes. If no state taxes are withheld for the employee, enter **99**. (Rules for determining the number of exemptions vary from state to state; see the state regulations for information.)
	Extra WH	If the employee wants money withheld in addition to the regular state withholding, enter the extra dollar amount that should be withheld.
	Fixed WH	You can enter an amount of withholding to deduct instead of the calculated state taxes.
Inquiry	**Table ID**	Enter the **STXssm** tax table ID used to calculate the withholding tax. If you do not enter a table ID, the system will use the default in the **Tax Authority Setup** function (see page 11-5 for more information).
Inquiry	**SUI State**	Enter the state used to accrue the employer's unemployment insurance.
	State Name	The name of the state tax authority appears.

Local Tax Information

When you press **Enter** or **A**, you can edit or append local withholding tax in an employee's record.

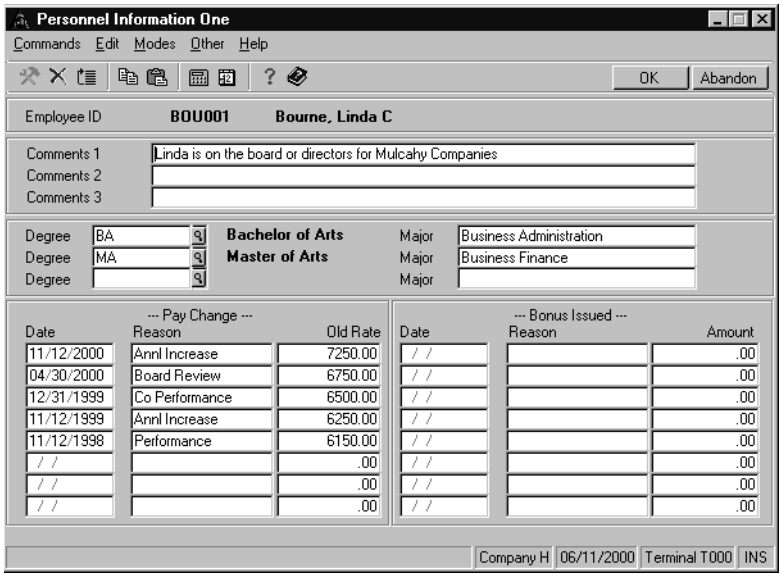


	Field	Description
Inquiry	**State**	Enter the employee's state postal code that corresponds to the local tax ID you want to add.
Inquiry	**Local**	Enter the local tax code. If the employee works in more than one locality, the first local tax code must be the code for the employee's home locality. If you have not defined a valid local tax record, you cannot enter a local code.
	Stat	For local withholding, enter **S** if the employee is single, **M** if the employee is married, **U** if the employee is an unmarried head of a household, **J** if the employee is married and files jointly, or **B** if the employee is married to a working spouse and they file jointly. Some localities do not allow all these codes; others use codes unique to that locality.

	Field	Description
	Exemp	Enter the number of exemptions the employee claims for local tax purposes. If no local taxes are withheld for the employee, enter **99**.
	Extra WH	If the employee wants money withheld in addition to the regular local withholding, enter the extra dollar amount that should be withheld.
	Fixed WH	You can enter an amount of withholding to deduct instead of the calculated local taxes.
Inquiry	**Table ID**	Enter the **LTXssllm** tax table ID used to calculate the withholding tax. If you do not enter a table ID, the default in the **Tax Authority Setup** function (see page 11-5) is used.
	Locality Name	The name of the local tax authority appears.

Personnel Information Screen One

Use the first Personnel Information screen to record and maintain miscellaneous personnel information for each employee.


Personnel Information One
Commands Edit Modes Other Help
OK Abandon
Employee ID BOU001 Bourne, Linda C
Comments 1 Linda is on the board or directors for Mulcahy Companies
Comments 2
Comments 3
Degree BA Bachelor of Arts Major Business Administration
Degree MA Master of Arts Major Business Finance
Degree Major
--- Pay Change ---
Date Reason Old Rate
11/12/2000 Annl Increase 7250.00
04/30/2000 Board Review 6750.00
12/31/1999 Co Performance 6500.00
11/12/1999 Annl Increase 6250.00
11/12/1998 Performance 6150.00
--- Bonus Issued ---
Date Reason Amount
Company H 06/11/2000 Terminal T000 INS

1. Enter miscellaneous comments about the employee.

Inquiry

2. Enter up to three degrees for the employee; a description of each degree appears.

   Set up degree codes in the **Payroll Information** function (see page 10-57).

3. Enter the employee's academic major for each degree.

4. Enter the date of up to 10 pay changes.

5. Enter the reason for the pay changes; the pay rate preceding each pay change is displayed in the **Old Rate** field.

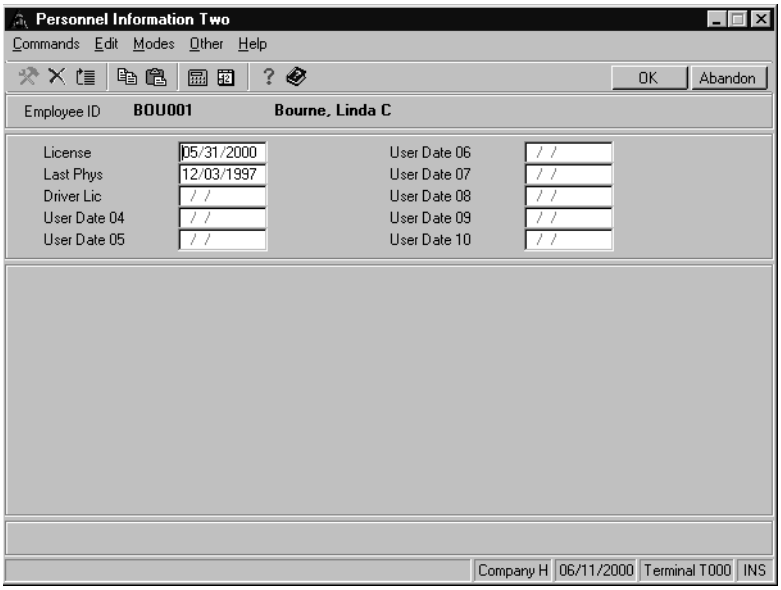
6. Enter the issue date of up to 10 pay bonuses.

7. Enter the reason for the pay bonuses; the amount of the bonus appears in the **Amount** field.

When you save your entries, the second Personnel Information screen appears, or if you did not elect to modify the screen, the Employee selection screen appears.

Personnel Information Screen Two

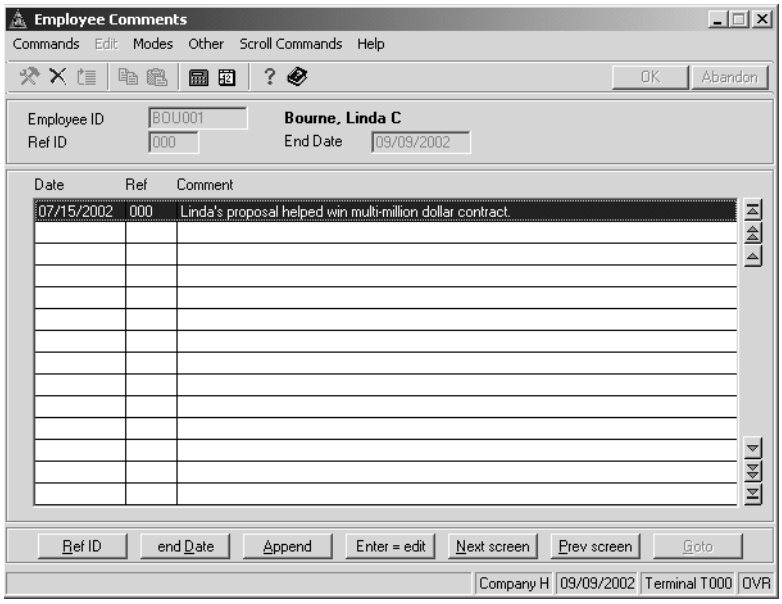
Use the second Personnel Information screen to record and maintain miscellaneous information for each employee. The fields on this screen are user-defined; the field names are taken from the **USRDDxxx** table (see "USRDDxxx Table" on page 10-84 for more information).



Use the **Proceed** (**OK**) command to save your changes. If you selected another type of information on the Employee selection screen, that screen appears. If you did not select any other screens, the Employee selection screen appears.

Employee Comments Screen

Use the Employee Comments screen to view and add comments about the employee.


Employee Comments
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Employee ID BOU001
Bourne, Linda C
Ref ID 000
End Date 09/09/2002
Date Ref Comment
07/15/2002 000 Linda's proposal helped win multi-million dollar contract.
Ref ID end Date Append Enter = edit Next screen Prev screen Goto
Company H 09/09/2002 Terminal T000 OVR

1. The ID of the terminal you are working at appears in the **Ref ID** field. To work with comments for only the default reference ID, press **Enter**. To work with comments for a different reference ID, enter that ID. To work with all comments, clear this field and press **Enter**.

2. Enter the date of the most recent comment you want to work with in the **End Date** field, or press **Enter** to work with all comments.

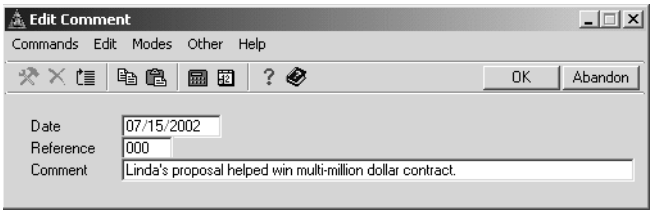
   The comments are arranged by date—the most recent date first—then by reference ID.

3. Use the commands to work with the comments on the screen:

   - Press **R** to return to the **Ref ID** field to enter a new reference ID.
   - Press **D** to return to the **End Date** field and enter a new end date by which to sort comments.
   - Press **A** to add a new comment. The Append Comment screen appears.
   - Press **E** to edit a selected comment. The Edit Comment screen appears.
   - Press **N** to save your changes and move to the next screen you selected. If you did not select another screen, the Employee selection screen appears.
   - Press **P** to save your changes and return to the previous screen.

Append/Edit Comment Screen

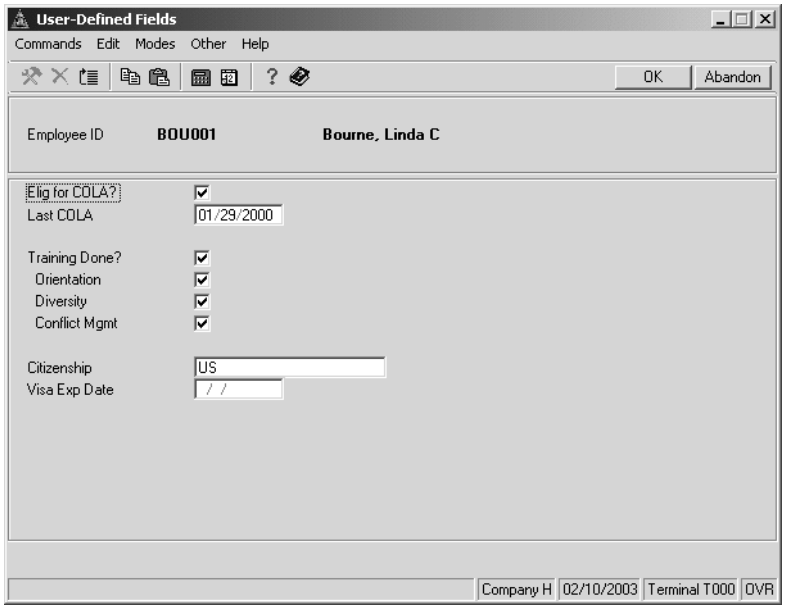
The Append Comment screen appears when you add a new comment. The Edit Comment screen appears when you edit an existing comment. Other than the title, these screens are identical.



1. If you are working with a new comment, the system date appears; otherwise, the date of the last comment you worked with appears. Accept the default date, or enter a different date.
2. The current terminal ID appears in the **Reference** field. Edit this reference, if necessary.
3. Enter or edit the comment, then press **Enter** to save the comment record.

User-Defined Fields Screen

If you elected to add or change user-defined field information, the User-Defined Fields screen appears.



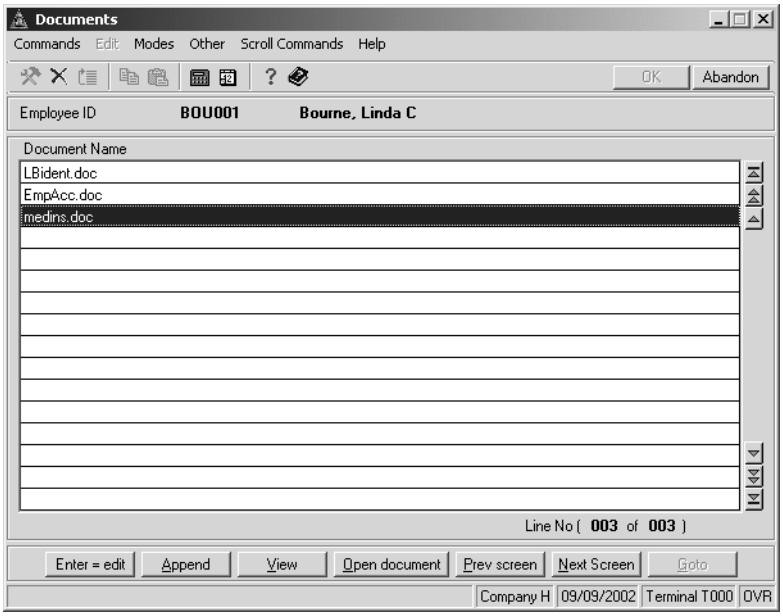
Enter the appropriate information for each user-defined field you set up using the Resource Manager **User-Defined Fields Setup** function. See the *Resource Manager User's Guide* for more information on setting up user-defined fields.

When you save the entries using the **Proceed** (**OK**) command, the next screen you selected appears. If you did not select another screen, the Employee selection screen appears.

Documents Screen

If you elected to add or edit employee documents, the Documents screen appears. Use the screen to attach documents to the employee record.

Note: You must set up file types in Resource Manager before you can attach a document to a master file record. Refer to the *Resource Manager User's Manual* for more information.


Documents
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Employee ID BOU001 Bourne, Linda C
Document Name
LBident.doc
EmpAcc.doc
medins.doc
Line No (003 of 003)
Enter = edit Append View Open document Prev screen Next Screen Goto
Company H 09/09/2002 Terminal T000 OVR

Use the commands to work with employee documents:

- Press **Enter** to edit the selected document. The Edit Documents screen appears.
- Press **A** to attach a document to the employee record.
- Press **V** to view file information about the attached document.

- Press **O** to launch the appropriate application and open the document.

Note

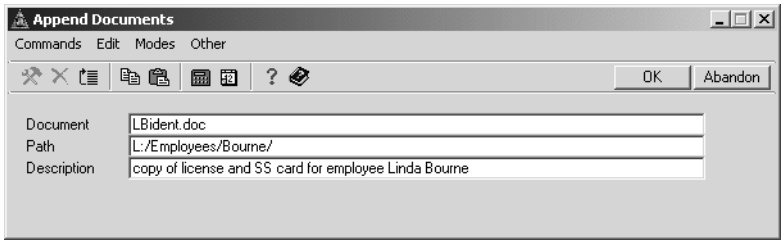
If you have problems opening a document, press **Enter** to change the direction of the slashes used in the attachment's directory path. If the directory path contains backward slashes (****), change them to forward slashes (***/***) and vice versa.

- Press **P** to save your changes and return to the previous screen.
- Press **G** to go to a specific document line item. This command is available only when there is more than one screen of documents.

Use the **Exit** (**F7**) command to save your changes and return to the **File Maintenance** menu.

Append/Edit Documents Screen

The Append Documents screen appears when you press **A** to attach a document to the employee record. The Edit Documents screen appears when you edit an existing document line. Other than the name, these screens are identical.



Enter the document file name and extension, the full file path followed by a terminating slash (***/***), and a description of the file you want to attach to the master file record. Use the **Proceed** (**OK**) command to attach the file and return to the Documents screen.

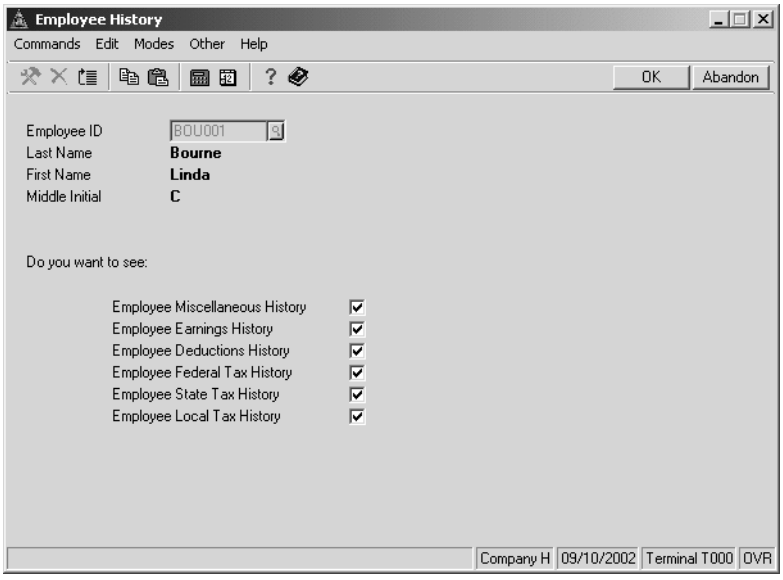
Employee History

Use the **Employee History** function to enter historical information about employees. The type of information you enter depends on the method you use to set up initial balances (see page 3-23). After your system is set up, use the **Employee History** function to enter values for fields that are not calculated by the system—**Allocated Tips**, **100% Use Auto**, **Cost of GTLI**, and so on.

You should not use this function to change earnings or withholding information. Instead, use the **Manual Checks** function (see page 6-9) to enter adjustments so that you will have an audit trail of the changes.

Employee History Screen

Select **Employee History** from the **File Maintenance** menu. The Employee History selection screen appears.



Inquiry
Maint

1. Enter the employee ID for whom you want to view and edit history. Use the **Inquiry** (**F2**) or **Maintenance** (**F6**) commands to select the employee from a list or edit employee information.

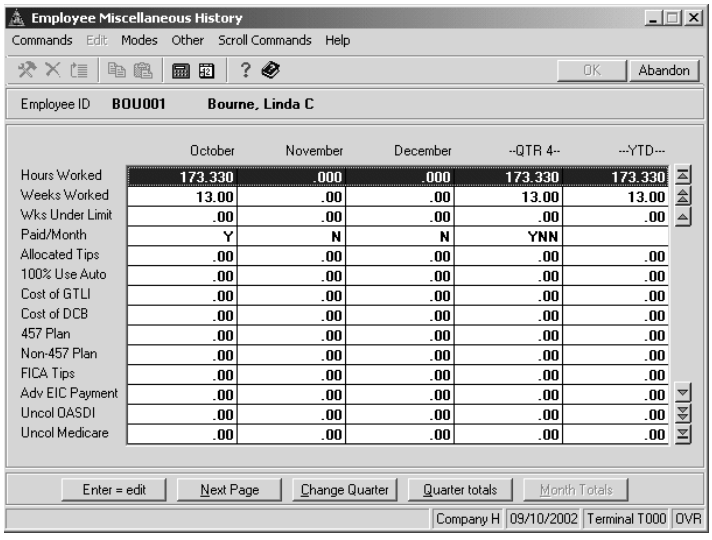
2. Select the check box (or enter **Y** in text mode) next to the type of employee history you want to view or edit; clear the box (or enter **N** in text mode) if you do not want to view the screen for that type of employee history.

3. Use the **Proceed** (**OK**) command to go to the first screen selected. Use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

Employee Miscellaneous History Screen

Use the Employee Miscellaneous History screen to enter and maintain various payroll information. You can enter and edit information for three months at a time, and view monthly, quarterly, and year-to-date totals.

The Employee Miscellaneous History screen has two windows: Month Totals and Quarter Totals. Month totals can be edited, while quarter totals are for viewing only. Only the Month Totals screen is shown in the example; the Quarter Totals screen is very similar..


Employee Miscellaneous History
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Employee ID BOU001 Bourne, Linda C
October November December --QTR 4-- ---YTD---
Hours Worked 173.330 .000 .000 173.330 173.330
Weeks Worked 13.00 .00 .00 13.00 13.00
Wks Under Limit .00 .00 .00 .00 .00
Paid/Month Y N N YNN
Allocated Tips .00 .00 .00 .00 .00
100% Use Auto .00 .00 .00 .00 .00
Cost of GTLI .00 .00 .00 .00 .00
Cost of DCB .00 .00 .00 .00 .00
457 Plan .00 .00 .00 .00 .00
Non-457 Plan .00 .00 .00 .00 .00
FICA Tips .00 .00 .00 .00 .00
Adv EIC Payment .00 .00 .00 .00 .00
Uncol OASDI .00 .00 .00 .00 .00
Uncol Medicare .00 .00 .00 .00 .00
Enter = edit
Next Page
Change Quarter
Quarter totals
Month Totals
Company H
09/10/2002
Terminal T000
OVR

Use the commands to work with the information on the screen:

- Press **Enter** to edit a line item. See “Editing a Line Item” on page 10-31 for more information.
- Press **N** to save your entries and move to the next screen selected.
- Press **C** to change the current quarter.
- Press **Q** to view quarter and year-to-date totals side by side. On the Quarter Totals screen, press **M** to view month and quarter-to-date totals side by side.

Editing a Line Item

To edit a line item, select the line in which you want to change information and press **Enter**. The Edit Employee Miscellaneous History screen appears and lists values for the selected line. Make your changes, then use the **Proceed** (**OK**) command to save your changes and return to the Employee Miscellaneous History screen. Refer to the table below for descriptions of the various lines.

You must enter amounts in the **Allocated Tips**, **100% Use Auto**, **Cost of GTLI**, **Cost of DCB**, **457 Plan**, **Non-457 Plan**, **FICA Tips**, **Adv EIC Payment**, **Uncol OASDI**, and **Uncol Medicare** fields.

The **Hours Worked**, **Weeks Worked**, **Wks Under Limit**, and **Paid/Month** fields are updated when you post checks. The quarter totals and year-to-date totals are updated by the sum of the values you enter for the three months.

Field	Description
Hours Worked	Enter the total number of hours the employee worked each month. The precision of these fields is defined in Resource Manager (see the *Resource Manager User’s Manual).*
Weeks Worked	Enter the number of weeks the employee worked in the month.

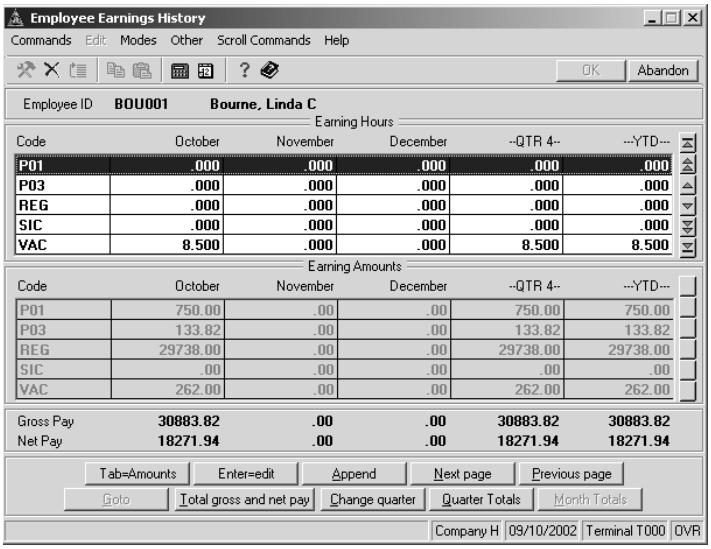
Field	Description
	Hourly employees are credited for the full number of weeks in the normal pay period (for example, 1 week for weekly pay periods or 2 weeks for biweekly pay periods) for any pay period they report regular, sick, or vacation time. The system calculates this number by dividing 52 by the number of pay periods in a year (with a maximum of 13 weeks in a quarter). Salaried employees are credited for the number of weeks in the pay period for which a check is cut.
Wks Under Limit	Enter the number of weeks the employee received credit for working but was under the state's minimum number of hours for each month. When you set up the information for each state withholding, you entered the minimum number of hours an employee must work to qualify for one week of work. The **Weeks Worked** fields track the number of weeks the employee was credited for working.
Paid/Month	For each month, select the box (or enter **Y** in text mode) if the employee received a paycheck, or clear the box (or **N** in text mode) if the employee did not receive a paycheck.
Allocated Tips	Additional tips are allocated to an employee when reported tips are less than a fixed percentage of house sales. This tip allocation is required by the government to encourage accurate tip reporting. Enter the dollar amount of tips allocated to the employee.

Field	Description
100% Use Auto	If the employee drives a company automobile for personal *and* business use, enter the monetary value of the use of the automobile each month. (The value in this field is added to W-2s in the appropriate box. Use the federal tax publication *Circular E, Employer's Tax Guide* for guidelines.)
Cost of GTLI	Enter the cost of group term life insurance attributed to the employee each month. The cost of GTLI is printed on the employee's W-2 and is included in their wages, but FICA withholding is not calculated on this amount. (See *Circular E* for information.)
Cost of DCB	Enter the cost of dependent care benefits provided for the employee each month. The cost of DCB is printed on the employee's W-2 and is included in the wages on the W-2, but FICA withholding is not calculated on this amount.
457 Plan	Enter the nonqualifying 457 Plan amounts distributed to the employee each month. The 457 Plan amount is printed on the employee's W-2 and is included in the wages on the W-2, but FICA withholding is not calculated on this amount.
Non-457 Plan	Enter the nonqualifying non-457 Plan amounts distributed to the employee each month. The non-457 Plan amount is printed on the employee's W-2 and is included in the wages on the W-2, but FICA withholding is not calculated on this amount.
FICA Tips	Enter the earnings that were subject to FICA withholding.

Field	Description
Adv EIC Payment	Enter the amount the employee received in advance EIC payments each month.
Uncol OASDI	Uncollected OASDI is the OASDI withholdings that were not collected from an employee. For example, if an employee receives tips and the OASDI contribution on those tips would reduce the employee's pay to a negative value, OASDI is withheld from the check only until the amount is zero. The remainder is stored in these fields. The next time you calculate and print checks, the amount of uncollected OASDI is deducted from the employee's check. Enter the OASDI withholdings that were not collected from the employee each month.
Uncol Medicare	Uncollected Medicare is the Medicare withholdings that were not collected from an employee. For example, if an employee receives tips and the Medicare contribution on those tips would reduce the employee's pay to a negative value, Medicare is withheld from the check only until the amount is zero. The remainder is stored in these fields. The next time you calculate and print checks, the uncollected Medicare amount is deducted from the employee's check. Enter the Medicare withholdings that were not collected from the employee each quarter.

Employee Earnings History Screen

Use the Employee Earnings History screen to add or edit earnings information for your employees. The Employee Earnings History screen has two screens: **Month Totals** and **Quarter Totals**. Month totals can be edited, while quarter totals are view-only. Only the Month Totals screen is shown below; the Quarter Totals screen is similar. Earnings information is updated when you post checks.


Employee Earnings History
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Employee ID BOU001 Bourne, Linda C
Earning Hours
Code October November December --QTR 4-- ---YTD---
P01 .000 .000 .000 .000 .000
P03 .000 .000 .000 .000 .000
REG .000 .000 .000 .000 .000
SIC .000 .000 .000 .000 .000
VAC 8.500 .000 .000 8.500 8.500
Earning Amounts
Code October November December --QTR 4-- ---YTD---
P01 750.00 .00 .00 750.00 750.00
P03 133.82 .00 .00 133.82 133.82
REG 29738.00 .00 .00 29738.00 29738.00
SIC .00 .00 .00 .00 .00
VAC 262.00 .00 .00 262.00 262.00
Gross Pay 30883.82 .00 .00 30883.82 30883.82
Net Pay 18271.94 .00 .00 18271.94 18271.94
Tab=Amounts Enter=edit Append Next page Previous page
Goto Total gross and net pay Change quarter Quarter Totals Month Totals
Company H 09/10/2002 Terminal T000 OVR

Use the commands to work with the information on the screen:

- Press **Tab** to switch between the **Earning Hours** and **Earning Amounts** sections of the screen.
- Press **Enter** to edit a line item.
- Press **A** to add a line item.

  Line items in both the **Earning Hours** and **Earning Amounts** sections are identified by earning codes, which are set up in the **Earning Codes** function (see page 11-9).

When you add or edit earning hours information, you can enter hours for three months. The field masks in the **Earning Hours** section of the screen are user-defined; for more information, see the *Resource Manager User's Manual.*

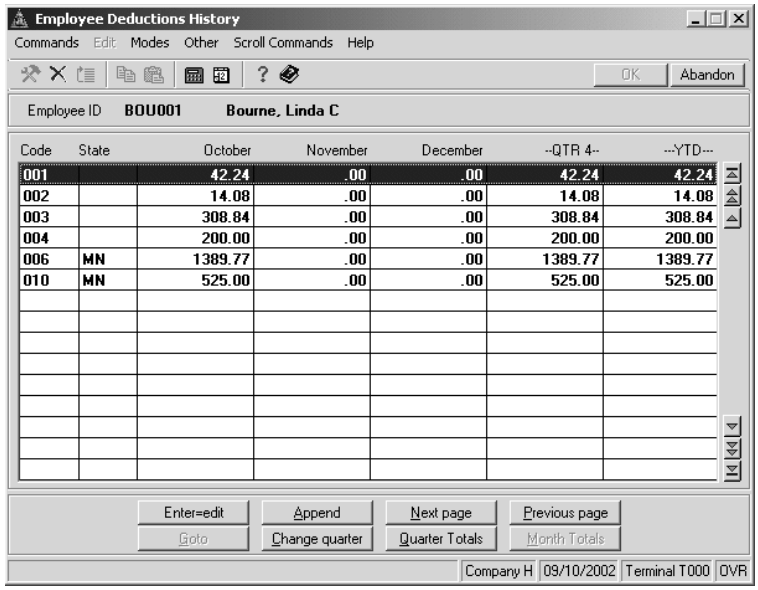
The quarter totals and year-to-date totals are updated by the sum of the values you enter for the three months.

- Press **N** to save your entries and move to the next selected screen.
- Press **P** to save your entries and return to the previous screen.
- Press **G** to go to a specific line, then enter the earning code or use the **Inquiry** (**F2**) command to select the earning code. This command is available only when there is more than one page of item.
- Press **T** to edit gross and net pay.
- Press **C** to change the current quarter.
- Press **Q** to view quarter and year-to-date totals side by side. On the Quarter Totals screen, press **M** to view month and quarter-to-date totals side by side.

Employee Deductions History Screen

Use the Employee Deductions History screen to add or edit deductions information for your employees. The Employee Deductions History screen has two windows: Month Totals and Quarter Totals. Month totals can be edited, while quarter totals are for viewing only. Only the Month Totals screen is shown in the example; the Quarter Totals screen is similar.

The deduction amounts listed on both the monthly and quarterly screens are updated when you post checks.


Employee Deductions History
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Employee ID BOU001 Bourne, Linda C
Code State October November December --QTR 4-- ---YTD---
001 42.24 .00 .00 42.24 42.24
002 14.08 .00 .00 14.08 14.08
003 308.84 .00 .00 308.84 308.84
004 200.00 .00 .00 200.00 200.00
006 MN 1389.77 .00 .00 1389.77 1389.77
010 MN 525.00 .00 .00 525.00 525.00
Enter=edit Append Next page Previous page
Goto Change quarter Quarter Totals Month Totals
Company H 09/10/2002 Terminal T000 OVR

Use the commands to work with the information on the screen:

- Press **Enter** to edit a line item.
- Press **A** to add a line item.

  Line items are identified by deductions codes, which are set up in the **Deductions** function (see page 11-17).

  When you add or edit monthly deduction information, you can enter amounts for three months for each deduction. Each field's mask is user-defined.

  The quarter totals and year-to-date totals are updated by the sum of the values you enter for the three months.

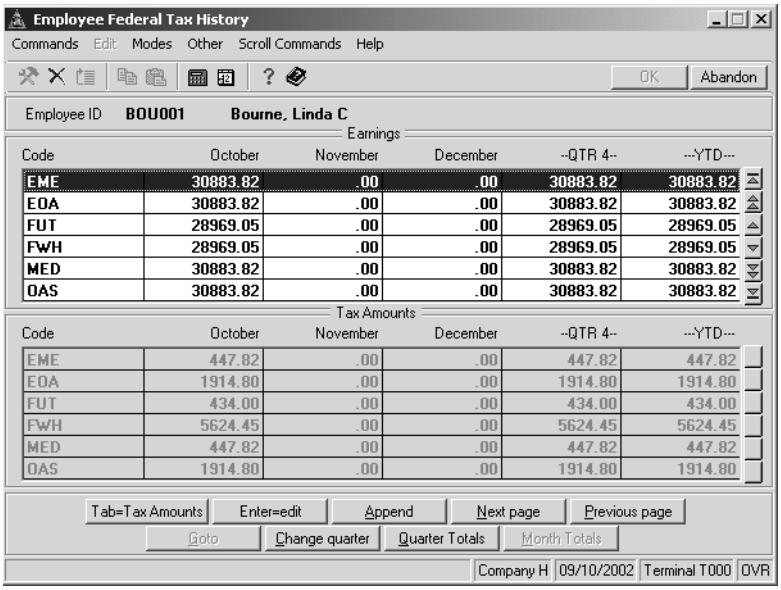
If the deduction code is excluded from state withholdings (deferred compensation), you must enter the state code. If you leave the **State** field empty, the system assumes that the withholding is for federal deferred compensation.

- Press **N** to save your entries and move to the next screen you selected.
- Press **P** to save your changes and return to the previous screen.
- Press **G** to go to a specific line item, then enter the deduction code or use the **Inquiry** (**F2**) command to select a code. This command is available only when there is more than one screen of items.
- Press **C** to change the current quarter.
- Press **Q** to view quarter and year-to-date totals side by side. On the Quarter Totals screen, press **M** to view month and quarter-to-date totals side by side.

Employee Federal Tax History Screen

Use the Employee Federal Tax History screen to add or edit federal tax earnings and tax amount information for your employees. The Employee Federal Tax History screen has two windows: Month Totals and Quarter Totals. Month totals can be edited, while quarter totals are for viewing only. Only the Month Totals screen is shown in the example; the Quarter Totals screen is similar.

The federal earnings and tax amounts are updated when you post checks.


Employee Federal Tax History
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Employee ID BOU001 Bourne, Linda C
Earnings
Code October November December --QTR 4-- ---YTD---
EME 30883.82 .00 .00 30883.82 30883.82
EOA 30883.82 .00 .00 30883.82 30883.82
FUT 28969.05 .00 .00 28969.05 28969.05
FWH 28969.05 .00 .00 28969.05 28969.05
MED 30883.82 .00 .00 30883.82 30883.82
OAS 30883.82 .00 .00 30883.82 30883.82
Tax Amounts
Code October November December --QTR 4-- ---YTD---
EME 447.82 .00 .00 447.82 447.82
EOA 1914.80 .00 .00 1914.80 1914.80
FUT 434.00 .00 .00 434.00 434.00
FWH 5624.45 .00 .00 5624.45 5624.45
MED 447.82 .00 .00 447.82 447.82
OAS 1914.80 .00 .00 1914.80 1914.80
Tab=Tax Amounts Enter=edit Append Next page Previous page
Goto Change quarter Quarter Totals Month Totals
Company H 09/10/2002 Terminal T000 OVR

Use the commands to work with the information on the screen:

- Press **Tab** to switch between the **Earnings** and **Tax Amounts** sections of the screen.

- Press **Enter** to edit a line item.

- Press **A** to add a line item.

  Line items in both the **Earnings** and **Tax Amount** sections are identified by federal tax authority codes, which are set up in the **Tax Authority Setup** function (see page 11-5).

  When you add or edit earnings information, you can enter amounts for three months. Your changes are saved and take effect immediately.

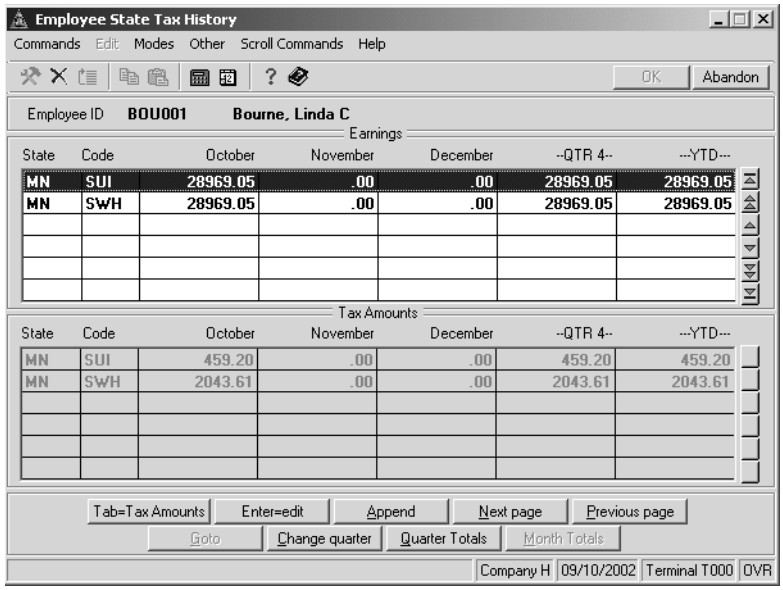
The quarter totals and year-to-date totals are updated by the sum of the values you enter for the three months.

- Press **N** to move to the next screen you selected.
- Press **P** to return to the previous screen.
- Press **G** to go to a specific line item, then enter the federal tax authority code or use the **Inquiry** (**F2**) command to select the code. This command is available only when there is more than one screen of items.
- Press **C** to change the current quarter.
- Press **Q** to view quarter and year-to-date totals side by side. On the Quarter Totals screen, press **M** to view month and quarter-to-date totals side by side.

Employee State Tax History Screen

Use the Employee State Tax History screen to add or edit state tax earnings and contributions information for your employees. The Employee State Tax History screen has two screens: Month Totals and Quarter Totals. Month totals can be edited, while quarter totals are for viewing only. Only the Month Totals screen is shown in the example; the Quarter Totals screen is similar.

The state earnings and tax amounts are updated when you post checks.


Employee State Tax History
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Employee ID BOU001 Bourne, Linda C
Earnings
State Code October November December --QTR 4-- ---YTD---
MN SUI 28969.05 .00 .00 28969.05 28969.05
MN SWH 28969.05 .00 .00 28969.05 28969.05
Tax Amounts
State Code October November December --QTR 4-- ---YTD---
MN SUI 459.20 .00 .00 459.20 459.20
MN SWH 2043.61 .00 .00 2043.61 2043.61
Tab=Tax Amounts Enter=edit Append Next page Previous page
Goto Change quarter Quarter Totals Month Totals
Company H 09/10/2002 Terminal T000 OVR

Use the commands to work with the information on the screen:

- Press **Tab** to switch between the **Earnings** and **Tax Amounts** sections of the screen.

- Press **Enter** to edit a line item.

- Press **A** to add a line item.

  Line items in both the **Earnings** and **Tax Amount** portions of the screen are identified by state and state tax authority codes. State tax authority codes are set up in the **Tax Authority Setup** function.

  When you add or edit earnings information, you can enter amounts for three months; each field's mask is user-defined. When you add or edit tax amount information, you can enter amounts for three months; each field's mask is user-defined.

Once you enter a state line, you cannot change the state code that withholding is for. If you need to enter a different state, press **A**.

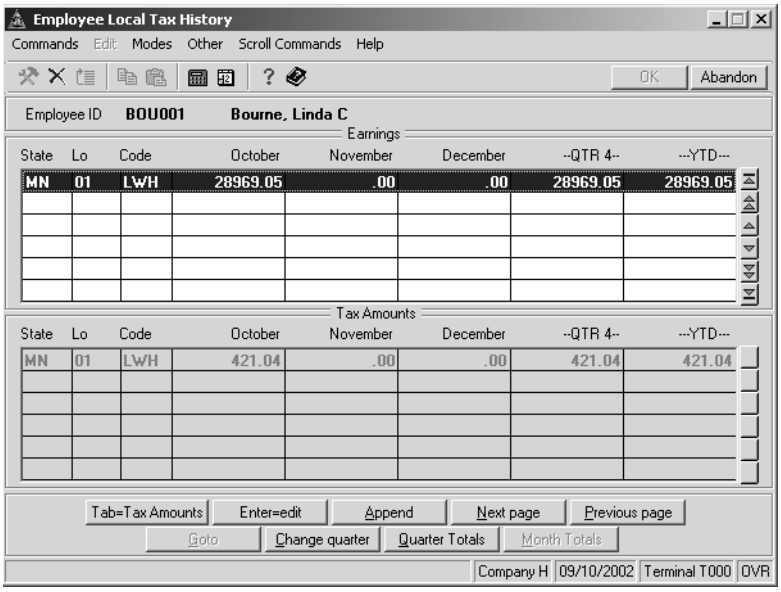
The quarter totals and year-to-date totals are updated by the sum of the values you enter for the three months.

- Press **N** to move to the next screen you selected.
- Press **P** to return to the previous screen.
- Press **G** to go to a specific line item, then enter the state tax authority code or use the **Inquiry** (**F2**) command to select the code. This command is available only when there is more than one screen of items.
- Press **C** to change the current quarter.
- Press **Q** to view quarter and year-to-date totals side by side. On the Quarter Totals screen, press **M** to view month and quarter-to-date totals side by side.

Employee Local Tax History Screen

Use the Employee Local Tax History screen to add or edit local tax earnings and contributions information for your employees. The Employee Local Tax History screen has two windows: Month Totals and Quarter Totals. Month totals can be edited, while quarter totals are for viewing only. Only the Month Totals screen is shown in the example; the Quarter Totals screen is similar.

The local earnings and tax amounts are updated when you post checks.


Employee Local Tax History
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Employee ID BOU001 Bourne, Linda C
Earnings
State Lo Code October November December --QTR 4-- ---YTD---
MN 01 LWH 28969.05 .00 .00 28969.05 28969.05
Tax Amounts
State Lo Code October November December --QTR 4-- ---YTD---
MN 01 LWH 421.04 .00 .00 421.04 421.04
Tab=Tax Amounts Enter=edit Append Next page Previous page
Goto Change quarter Quarter Totals Month Totals
Company H 09/10/2002 Terminal T000 OVR

Use the commands to work with the information on the screen:

- Press **Tab** to switch between the **Earnings** and **Tax Amounts** sections of the screen.

- Press **Enter** to edit a line item.

- Press **A** to add a line item.

  Line items in both the **Earnings** and **Tax Amount** portions of the screen are identified by state, locality, and local tax authority codes. Local tax authority codes are set up in the **Tax Authority Setup** function.

  When you add or edit earnings information, you can enter amounts for three months; each field's mask is user-defined.

The quarter totals and year-to-date totals are updated by the sum of the values you enter for the three months.

- Press **N** to move to the next screen you selected.
- Press **P** to return to the previous screen.
- Press **G** to go to a specific line item, then enter the state tax authority code or use the **Inquiry** (**F2**) command to select the code. This command is available only when there is more than one screen of items.
- Press **C** to change the current quarter.
- Press **Q** to view quarter and year-to-date totals side by side. On the Quarter Totals screen, press **M** to view month and quarter-to-date totals side by side.

Employee History Audit Log

The preferred way to change a field on a history screen is to enter a payroll transaction or a manual check, and then post the item. If you manually change a history field and then exit from the screen, the following message appears:

An Employee Maintenance Audit Log exists. You must print it or send it to a file before you leave this function.

Select the output device.After the log is produced, the **File Maintenance** menu appears.

Audit Log

```
09/09/2006                          Builders Supply                          Page    1
10:17 AM                      Employee History - Audit Log


Employee BOU001

October Weeks Worked was changed from  4.34 to  2.34

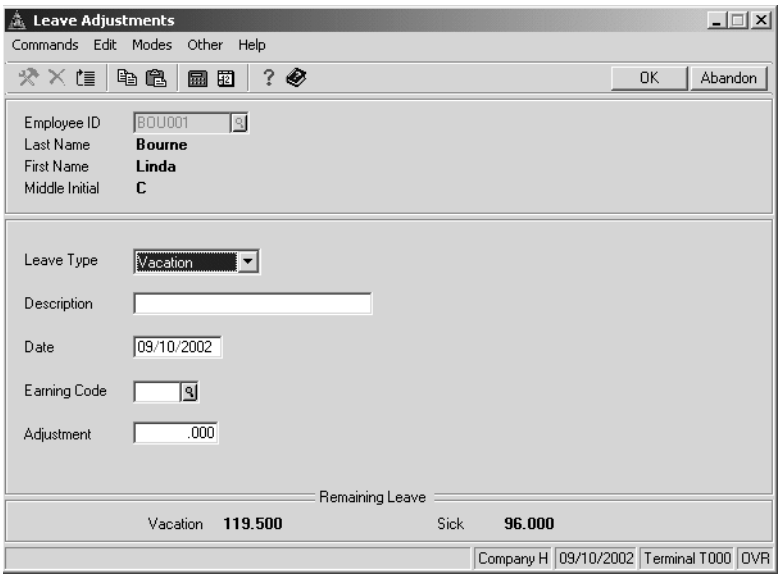
End of Report
```

Leave Adjustments

Use the **Leave Adjustments** function to make positive and negative adjustments to an employee's sick and vacation pay. Any changes you make here will update the **PAHVxxx** (Payroll Leave Adjustment History) file.

Leave Adjustments screen

Select **Leave Adjustments** from the **File Maintenance** menu. The Leave Adjustments screen appears.



Inquiry

1. Enter the ID of the employee. The employee's name appears.
2. Enter the leave type you want to adjust: **Sick** or **Vacation**.
3. Enter a description for the adjustment. For example, you may want a reason for the adjustment in the file.

4. Enter the date you make the adjustment.

Inquiry

5. Enter an earning code with an earning type of **V** for vacation or **S** for sick.

6. Enter the amount of the adjustment, using a plus (**+**)sign to add hours and a minus (**-**) sign to subtract hours.

7. Use the **Proceed** (**OK**) command to save your changes. The cursor returns to the **Earning Code** field.

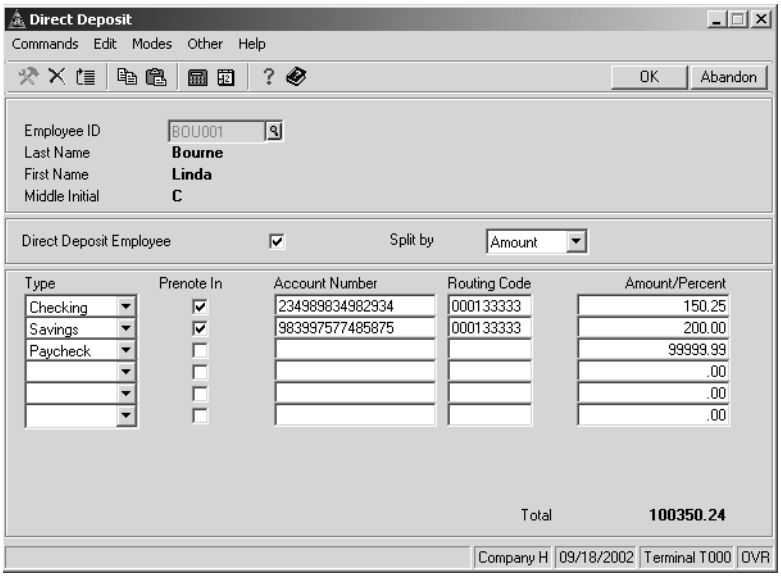
8. Use the arrow keys to move to the **Leave Type** field to enter another adjustment for the employee, use the **Abandon** (**F5**) command to enter an adjustment for a new employee, or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

Direct Deposit

Use the **Direct Deposit** function to set up and maintain direct deposit information for employees who want their net pay to be directly deposited into their bank accounts. This function is available only if you have Direct Deposit installed.

Direct Deposit Screen

Select **Direct Deposit** from the **File Maintenance** menu. The Direct Deposit screen appears.



Inquiry

1. Select the employee ID whose direct deposit information you want to add or edit.

2. If you want to set up the employee for direct deposit transactions, select the **Direct Deposit Employee** box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

3. In the **Split By** field, enter **A** if the employee's net pay is to be divided by monetary amounts. Enter **P** if the employee's net pay is to be divided by percentages.

4. Enter **C** if the account type is a checking account, **S** if the account type is a savings account, or **P** if the account type is a paycheck (for example, if any remaining funds are to be paid by check).

5. If the bank has notified you that the prenotification file was successfully received for the employee, select the **Prenote In** box (or enter **Y** in text mode) to indicate that the employee's record is ready for direct deposit transactions.

   If the bank has not notified you about a successful prenotification file transfer or if you have not yet sent the file for the employee, clear the box (or enter **N** in text mode) to indicate that live vouchers should not be created for the employee.

6. Enter the employee's bank account number. You can enter up to six accounts for each employee.

7. Enter the employee's bank routing code.

   If you change either of the above two fields in an existing direct deposit record, the **Prenote In** field is cleared (or changes to **No**). A new prenotification file must be processed before direct deposit transactions can be processed for the employee.

8. If the employee's direct deposit transaction is divided by amount, enter the net amount of the employee's pay that is directly deposited into each of the specified bank accounts. If any net pay remains after distribution, the system applies the remainder to the last authorized account.

   If the employee wants a fixed amount deposited and a balance remains (as a result of working overtime, for example), enter **9999999.99** in the **Amount/ Percent** field on the **Paycheck** line. The system then generates a check for the employee for the deposit not directly deposited.

If the employee's direct deposit transaction is divided by percentages, enter the percentage of the employee's pay that is directly deposited into each of the specified bank accounts. The sum of the percentages you enter must equal 100.

9. Use the **Proceed** (**OK**) command to save your changes. The cursor returns to the **Employee ID** field. Enter a new employee ID for which to edit or add a direct deposit record or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

Departments

Use the **Departments** function to add department and division records during installation and when new departments are created, change descriptive data about departments and divisions that are in the file, track pieces and hours worked, and delete department and division records you no longer use. Department information is stored in the **PADPxxx** (Department) file.

Along with transactions, manual or calculated checks also affect department records. Do not use the **Departments** function to change the dollar amounts in a department record. Instead, use the **Payroll Transactions** function or the **Manual Checks** function to make adjustments so that you have an audit trail of the changes.

Department Records

Department records store expenses posted from time tickets, salaries, vacation and sick pay, FICA expense, SUI and FUTA accruals and other pay. Department records also store employer withholdings and deductions calculated by the system. This information updates expense accounts in General Ledger when you run the **Post Expense to GL** function (see page 9-7).

Time tickets update the department in which the employee worked. Employer withholdings and deductions are updated in either the home department or the department in which the employee worked, depending on which option you selected in the Resource Manager **Options and Interfaces** function.

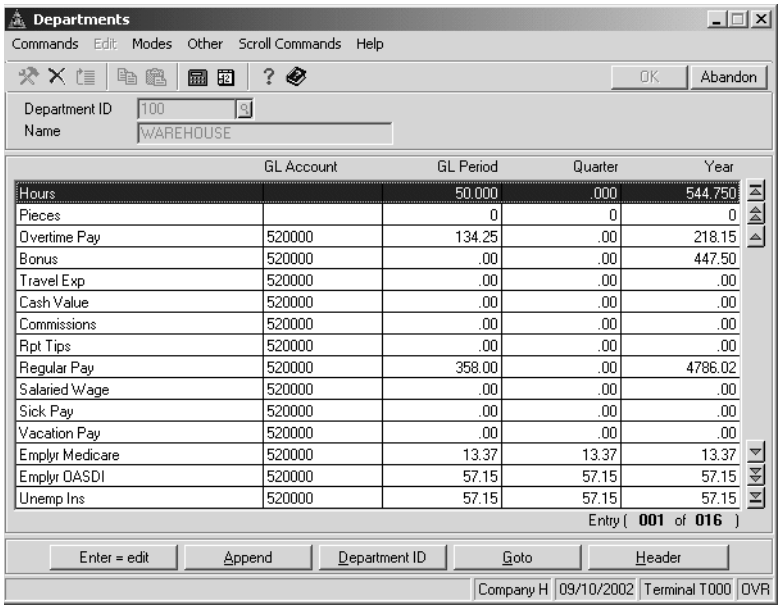
Divisions

Divisions are used to group some departments together for the purpose of analysis and reporting. For example, division records summarize groups of departments in the Department Report (see page 9-5).

If you use divisions, each department ID must begin with the two-character division ID. For example, if the ID of the sales division is SA, departments in the sales division could be identified as **SA001** or **SACITY**.

Departments Screen

Select **Departments** from the **File Maintenance** menu. The Departments screen appears.


Departments
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Department ID 100
Name WAREHOUSE
GL Account GL Period Quarter Year
Hours 50.000 .000 544.750
Pieces 0 0 0
Overtime Pay 520000 134.25 .00 218.15
Bonus 520000 .00 .00 447.50
Travel Exp 520000 .00 .00 .00
Cash Value 520000 .00 .00 .00
Commissions 520000 .00 .00 .00
Rpt Tips 520000 .00 .00 .00
Regular Pay 520000 358.00 .00 4786.02
Salaried Wage 520000 .00 .00 .00
Sick Pay 520000 .00 .00 .00
Vacation Pay 520000 .00 .00 .00
Emplyr Medicare 520000 13.37 13.37 13.37
Emplyr OASDI 520000 57.15 57.15 57.15
Unemp Ins 520000 57.15 57.15 57.15
Entry (001 of 016)
Enter = edit Append Department ID Goto Header
Company H 09/10/2002 Terminal T000 OVR

Inquiry

1. Enter the ID of the department or division whose record you want to add or change. If you use divisions, each department ID must begin with the two-character division ID.

   To delete a department or division record, enter the department ID and then use the **Delete** (**F3**) command. You cannot delete department records that have amounts in the **GL Period** column. An error message appears if you try to delete a department record that has balances.

Inquiry

2. The **Copy From** field appears if you enter a new department ID. Enter the ID of the department or division record you want to copy, or press **Enter** to skip this field.

3. Enter or edit the department or division name.

   If you enter a new division name, approve the entry, then enter the ID of another department or division to work with or use the **Exit** (**F7**) command to exit to the **File Maintenance** menu.

4. Use the **Proceed** (**OK**) command to move to scroll region on the screen.

Scroll Region

General Ledger period-to-date balances are amounts accumulated since the last time you posted expenses to General Ledger. Quarter-to-date and year-to-date balances are amounts accumulated since the last time you completed quarter-end and year-end maintenance.

The mask for these fields is defined in Resource Manager; for more information, see the *Resource Manager User's Manual*.

The **GL Period**, **Quarter**, and **Year** fields accumulate numbers posted to the department from time tickets.

Use the commands to work with the information on the screen:

- Press **Enter** to edit a line item. See "Editing a Line Item" on page 10-54 for more information.
- Press **A** to add a line item. See "Appending a Line Item" on page 10-54 for more information.
- Press **G** to go to a specific line item, then enter the line item number or use the **Inquiry** (**F2**) command to select the line item number. This command is available only when there is more than one screen of line items.
- Press **D** to move the cursor to the **Department ID** field to select a new department or division.
- Press **H** to move the cursor to the **Name** field to edit the department or division name.

Editing a Line Item

When you press **Enter** on the command bar to edit a line item, the Edit Departments screen appears.

Inquiry
Maint

1. Edit the account number associated with this line item. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Payroll interfaces with General Ledger.

2. Edit the amount accumulated since you posted expenses to General Ledger in the **GL Period** field.

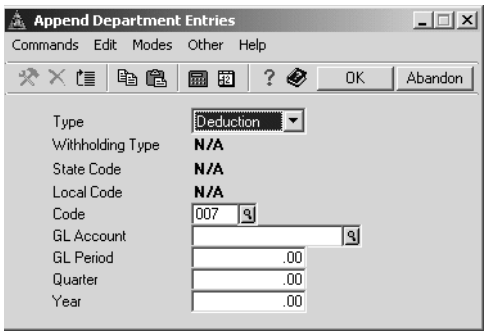
3. Edit the quarter-to-date amount for the line item in the **Quarter** field.

4. Edit the year-to-date amount for the line item in the **Year** field.

5. Use the **Abandon** (**F5**) command to return to the **Department ID** field or the **Exit** (**F7**) command to return to the **File Maintenance** menu. Your changes are saved as you enter them.

Appending a Line Item

The Append Department Entries screen appears when you press **A** to add a department entry.



	Field	Description
	Type	Enter **D** if the line item is a deduction, **E** if the line item is an earning, or **W** if the line item is a withholding.
	Withholding Type	This field is active only if you entered **W** in the **Type** field. Enter **F** if the withholding type is federal, **S** if it is state, or **L** if it is local.
Inquiry	**State Code**	This field is active only if you entered **W** in the **Type** field and **S** or **L** in the **Withholding Type** field. Enter the state tax authority ID for the line item.
Inquiry	**Local Code**	This field is active only if you entered **W** in the **Type** field and **L** in the **Withholding Type** field. Enter the local tax authority ID for the line item.
Inquiry	**Code**	If you entered **D** in the **Type** field, enter the deduction code for the line item. If you entered **E** in the **Type** field, enter the earning code for the line item. If you entered **W** in the **Type** field, enter the withholding code for the line item.
Inquiry Maint	**GL Account**	Enter the account number associated with the line item. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Payroll interfaces with General Ledger.
	GL Period	Enter the amount accumulated since you posted expenses to General Ledger.
	Quarter	Enter the quarter-to-date amount for the line item.

Field	Description
Year	Enter the year-to-date amount for the line item.

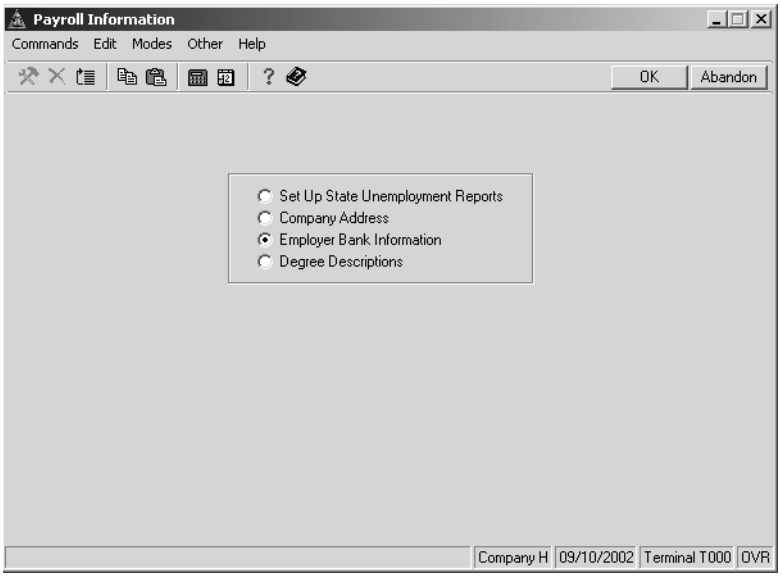
Use the **Proceed** (**OK**) command to save your entries and return to the Departments screen.

Payroll Information

Use the **Payroll Information** function to set up and maintain state unemployment reports, company address information for use in report headers, employer bank information, and degree descriptions for use in employee personnel information records. Changes you make here update the **PAINxxx** (Payroll Information) file.

Payroll Information Screen

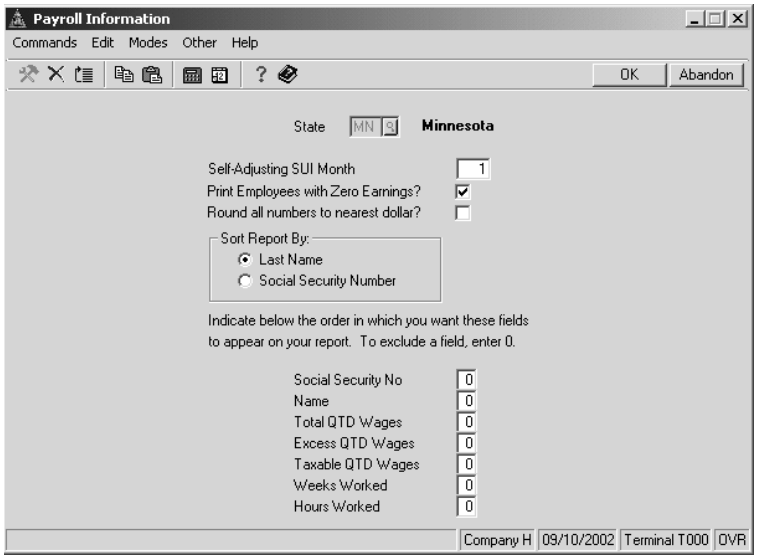
Select **Payroll Information** from the **File Maintenance** menu. The Payroll Information screen appears.



Select the type of the information you want to work with, then use the **Proceed** (**OK**) command to open the screen for that information type. You can set up or maintain state unemployment report formats, the company name and address to use in report headings, your employer bank information, or the degree descriptions for use in employee personnel information records.

Set Up State Unemployment Reports Screen

Use this screen to define and customize Quarterly State Unemployment Reports.



	Field	Description
Inquiry	**State**	Enter the code for the state tax authority. This code is verified against the **PACO** (Codes) file. You can enter report formats for as many states as you need.
	Self-Adjusting SUI Month	State unemployment insurance (SUI) withholdings are calculated on a yearly basis. Most states that change the SUI rate during the year require that the next check run self-adjust for the entire year, based on the new percentage. Some states require that you adjust the SUI withholdings only back to the month that the rate changed.

Field	Description
	Enter the number of the month that the change takes effect. The SUI withholding amount is calculated with the new rate from this month forward, but the limit is still calculated from the beginning of the year.
Print Employees with Zero Earnings?	If you want to exclude employees with no pay from the State Unemployment Report, select the box (or enter **Y**); if not, clear the box (or enter **N**).
Round All Numbers to Nearest Dollar	If you want all dollar amounts to be rounded to the nearest dollar, select the box (or enter **Y**); if not, clear the box (or enter **N**).
Sort Report By:	Select the order in which you want to print the report. You can organize the report by employee last name or by employee social security number.

Arranging the Report

The Quarterly State Unemployment Report has seven columns. To indicate the order of the columns, enter a number from **1** through **7** in each of the fields. If you do not want the column to appear in the report, enter **0**.

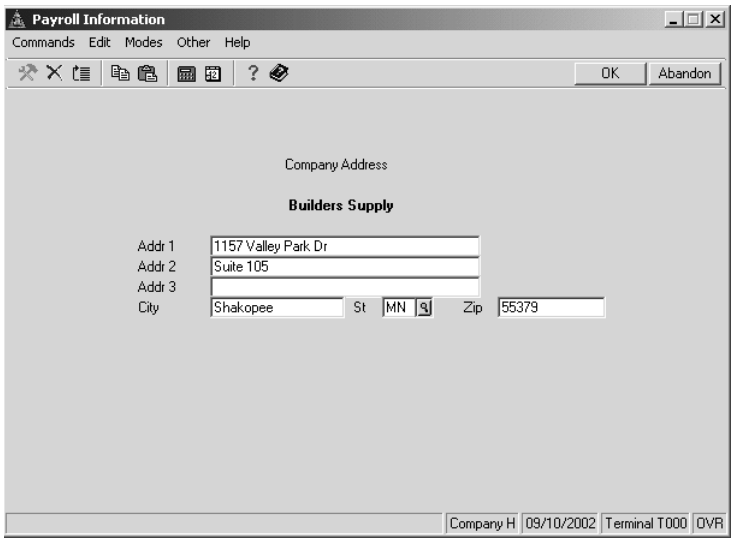
Social Security No	Employee's social security number.
Name	Employee's name.
Total QTD Wages	Total SUI wages paid to the employee for the quarter.
Excess QTD Wages	Quarter-to-date wages minus the state's SUI wage limit.
Taxable QTD Wages	Total quarter-to-date SUI wages, up to the SUI limit.
Weeks Worked	Number of weeks the employee worked, taken from the number of quarter-to-date weeks worked in the **PAEHxxx** (Employee History) file.

Hours Worked Number of hours the employee worked, taken from the number of quarter-to-date hours worked in the **PAEHxxx** (Employee History) file.

Use the **Proceed** (**OK**) command to save your entries. The cursor returns to the **State** field. Enter the code for the next state you want to work with, or use the **Exit** (**F7**) command to return to the **Payroll Information** selection screen.

Company Address Screen

Use this screen to define the company address as it should appear on reports.



1. Enter the company address as you want it to appear in reports.

Inquiry

2. Enter the city, state, and zip code in which your company is located. The **Inquiry** (**F2**) command is available in the state field.

3. Use the **Proceed** (**OK**) command to save your entries. The Payroll Information selection screen appears.

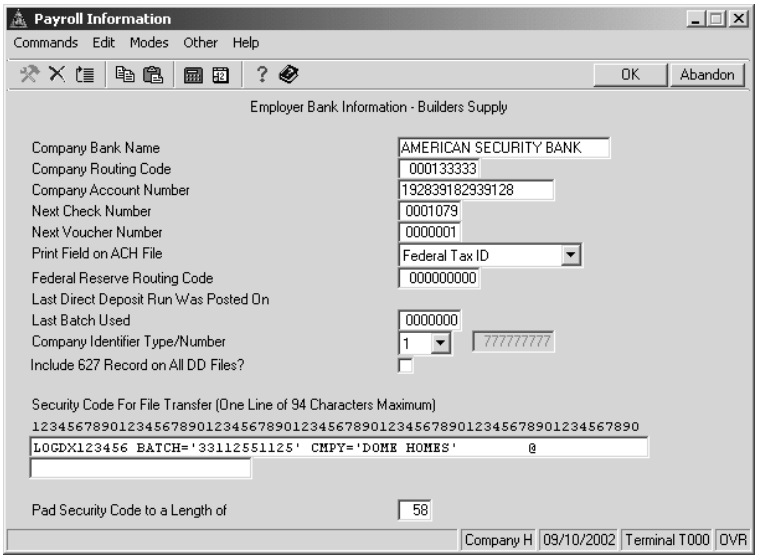
Employer Bank Information Screen

If you do not have Direct Deposit installed, the **Next Check Number** field is the only field that appears on the screen. Use the field to set up the next check number to be used when you print payroll checks.

If Direct Deposit is installed, use the screen to identify your company's bank name, routing code, account number, and ACH security code for file transfers.

Note

The settings on the Bank Information screen control the way in which your direct deposit media is created for your bank. Check with your bank for the proper settings before you set up this screen.



1. Enter the name of the bank to which you transmit your ACH file.

2. Enter the routing code of your company's bank.

3. Enter your company's bank account number.

Inquiry

4. Enter the number you want to use for the next check you print. This field is updated when you print checks.

5. Enter the number you want to use for the next direct deposit voucher you print. This field is updated when you print checks.

6. In the **Print Field on ACH File** field, enter **F** to include your company's federal tax ID number in the ACH file you produce, **R** to include your company's routing code, or **B** to include the federal reserve bank routing code.

7. If your bank is a federal reserve bank, enter the federal reserve routing code.

8. The last direct deposit postig date appears. This field is updated when you post checks and vouchers.

9. The last batch number transferred to the bank for direct deposit appears. Accept this batch number or enter the number of the first batch you want to transfer to the bank if you are transferring several batches posted on different days.

10. Enter the identifying code your bank requires for direct deposit records in the **Company Identifier Type/Number** field:

    - Enter **1** if the bank requires your federal tax employer ID number
    - Enter **3** if the bank requires you DUNS number
    - Enter **9** if the bank requires a different number of the bank's choosing

    After you enter the code, enter the corresponding number.

11. If your bank requires the 627 record to be included in your direct deposit media files, select the box (or enter **Y**); if not, clear the box (or enter **N**).

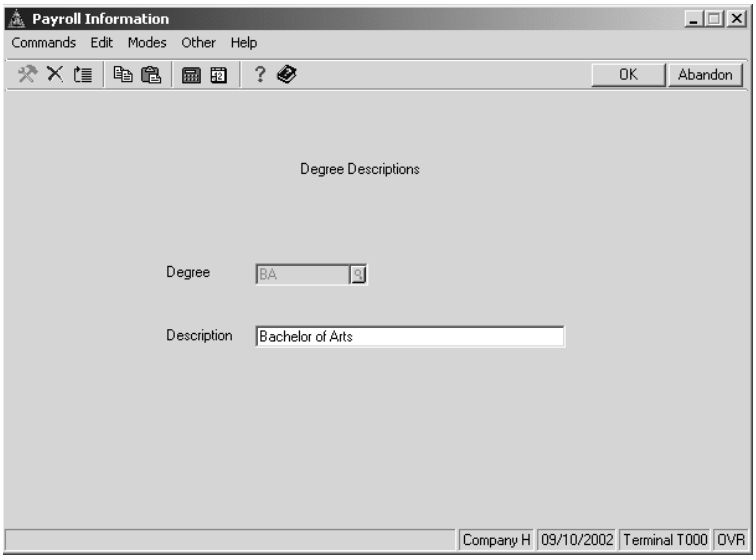
12. If your bank expects your ACH file to begin with a security code, enter the code in the field at the bottom of the screen. If your bank does not require a security code, leave this field blank.

13. Enter the required length of the security code for your bank. If your code is shorter than required, the system appends the required number of characters to your security code. The maximum length you can enter is **94**.

14. Use the **Proceed** (**OK**) command to save your changes and return to the Payroll Information selection screen.

Degree Descriptions Screen

Use this screen to set up degree codes and their descriptions for use on the first Personnel Information screen in the **Employees** function. Degree codes identify various educational degrees: a high school diploma, a B.A., and so on.



Inquiry

1. Enter the degree code you want to add, change, or delete.

2. Enter or edit the degree code's description.

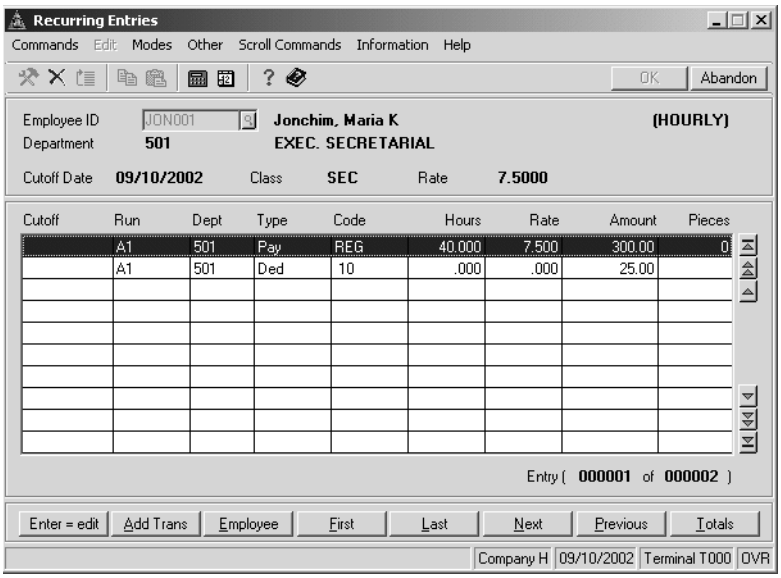
3. Use the **Proceed** (**OK**) command to save your entries. The cursor returns to the **Degree** field. Enter the next degree you want to work with, or use the **Exit** (**F7**) command to return to the Payroll Information selection screen.

Recurring Entries

Use the **Recurring Entries** function to set up or change recurring time tickets for an employee.

Recurring Entries Screen

Select **Recurring Entries** from the **File Maintenance** menu. The function screen appears.


Recurring Entries
Commands Edit Modes Other Scroll Commands Information Help
OK Abandon
Employee ID JON001 Jonchim, Maria K (HOURLY)
Department 501 EXEC. SECRETARIAL
Cutoff Date 09/10/2002 Class SEC Rate 7.5000
Cutoff Run Dept Type Code Hours Rate Amount Pieces
A1 501 Pay REG 40.000 7.500 300.00 0
A1 501 Ded 10 .000 .000 25.00
Entry (000001 of 000002)
Enter = edit Add Trans Employee First Last Next Previous Totals
Company H 09/10/2002 Terminal T000 OVR

Inquiry
Maint

1. Enter the employee's ID. The employee's name, department, cutoff date, class, and pay rate appear.

2. Use the commands to work with the information on the screen:

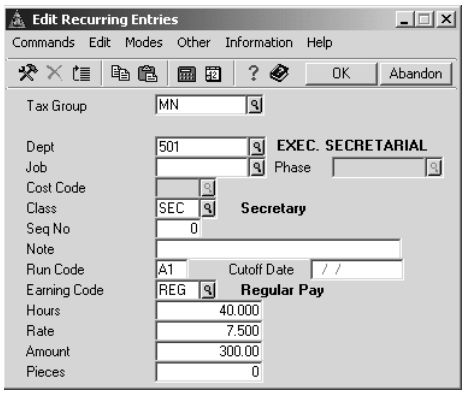
   - Press **Enter** to edit the current recurring entry. See "Editing a Recurring Entry" on page 10-66 for more information.

- Press **A** to add a recurring entry. See “Adding a Recurring Entry” on page 10-69 for more information.
- Press **E** to enter a recurring entry for another employee. The cursor moves to the **Employee ID** field.
- Press **F** to view recurring entries for the first employee on file.
- Press **L** to view recurring entries for the last employee on file.
- Press **N** to view recurring entries for the next employee on file.
- Press **P** to view recurring entries for the last employee on file.
- Press **T** to view transaction totals for the employee. See “Viewing Transaction Totals” on page 10-71 for more information.

3. When you are finished with the recurring entries for this employee, press **E** and enter another employee ID for which to add recurring entries, or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

Editing a Recurring Entry

When you press **Enter** on the Recurring Entries screen to edit a recurring entry, the Edit Recurring Entries window appears.



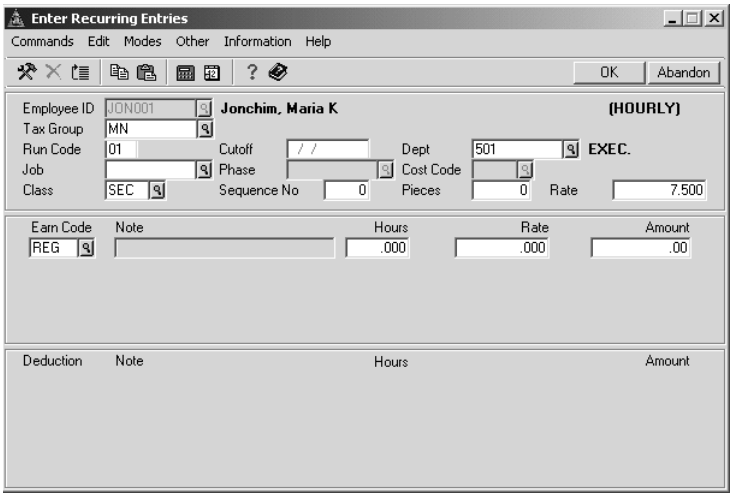
	Field	Description
Inquiry Maint	**Tax Group**	Press **Enter** to accept the current tax group, or enter a different tax group ID.
Inquiry	**Dept**	Press **Enter** to accept the current department ID, or enter a different department ID. The department name appears.
Inquiry Maint	**Job**	If Payroll interfaces with Job Cost, press **Enter** to accept the current job ID, or enter a different job ID.
Inquiry Maint	**Phase**	If Payroll interfaces with Job Cost, press **Enter** to accept the current phase ID, or enter a different phase ID.
Inquiry Maint	**Cost Code**	If Payroll interfaces with Job Cost, press **Enter** to accept the current cost code, or enter a different cost code.
Inquiry Maint	**Class**	Press **Enter** to accept the employee's current labor class, or enter a different labor class.
	Seq No	If you want to produce multiple paychecks for the employee, enter the recurring entries for the first paycheck under sequence number **0**. Then enter the recurring entries for the second paycheck under sequence number **1**, and so on.
	Note	Enter a description of the entry.
	Run Code	Press **Enter** to accept the current run code, or enter a different run code.
	Cutoff Date	Press **Enter** to accept the current cutoff date, or enter a different cutoff date.

	Field	Description
Inquiry Maint	**Earn Code/ Deduction**	If you are entering a recurring time ticket, press **Enter** to accept the employee's current earning code, or enter a different earning code. If you are entering a recurring deduction, enter the deduction code.
	Hours	Press **Enter** to accept the current number of hours the employee worked or that the deduction is based on, or enter a different number of hours.
	Rate	If you are entering a recurring time ticket, press **Enter** to accept the employee's current pay rate, or enter a different pay rate.
	Amount	If you are entering a recurring time ticket, the amount of the time ticket appears. If you change this figure, the rate is recalculated. If you are entering a recurring deduction, enter the amount of the deduction.
	Pieces	If you are entering a recurring time ticket and the employee did piece work, the number of pieces the employee produced appears. Press **Enter** to accept it, or enter a different number.

To save your entries and exit to the Recurring Entries screen, use the **Proceed** (**OK**) command.

Adding a Recurring Entry

The Enter Recurring Entries screen appears when you press **A** to add a recurring entry.


Enter Recurring Entries
Commands Edit Modes Other Information Help
OK Abandon
Employee ID JON001 Jonchim, Maria K (HOURLY)
Tax Group MN
Run Code 01 Cutoff / / Dept 501 EXEC.
Job Phase Cost Code
Class SEC Sequence No 0 Pieces 0 Rate 7.500
Earn Code Note Hours Rate Amount
REG .000 .000 .00
Deduction Note Hours Amount

Field	Description
Inquiry Maint **Employee ID**	Press **Enter** to accept the current employee ID or enter a different employee ID for the recurring time ticket.
Inquiry Maint **Tax Group**	Enter the employee's tax group code.
Run Code	Enter the run code for the recurring time ticket. The system uses this field to determine which groups of recurring entries to copy when you use the **Copy Recurring Entries** function. You can set up run codes for groups of employees for whom you want to copy recurring time tickets, such as seasonal or part-time employees.

	Field	Description
	Cutoff	Enter the cutoff date for the recurring time ticket. This date determines which time tickets are copied when you use the **Copy Recurring Entries** function.
Inquiry	**Dept**	Enter the employee's department ID.
Inquiry Maint	**Job**	If Payroll interfaces with Job Cost, enter the job ID.
Inquiry Maint	**Phase**	If Payroll interfaces with Job Cost, enter the phase ID.
Inquiry Maint	**Cost Code**	If Payroll interfaces with Job Cost, enter the cost code.
Inquiry Maint	**Class**	Enter the employee's labor class code.
	Sequence No	If you want to produce multiple paychecks for the employee, enter recurring entries for the first paycheck under sequence number **0**. Then enter recurring entries for the second paycheck under sequence number **1**, and so on.
	Pieces	Enter the number of pieces produced, if applicable.
	Salary/Rate	The current information appears. You can change hourly employee's salary and rate, but not salaried employees.
Inquiry Maint	**Earn Code**	Enter the employee's earning code.
	Note	Enter the description of the current earning code.
	Hours	Enter the number of hours the employee worked.
	Rate	If the employee is hourly, enter the pay rate. If the employee is salaried, accept the current rate.

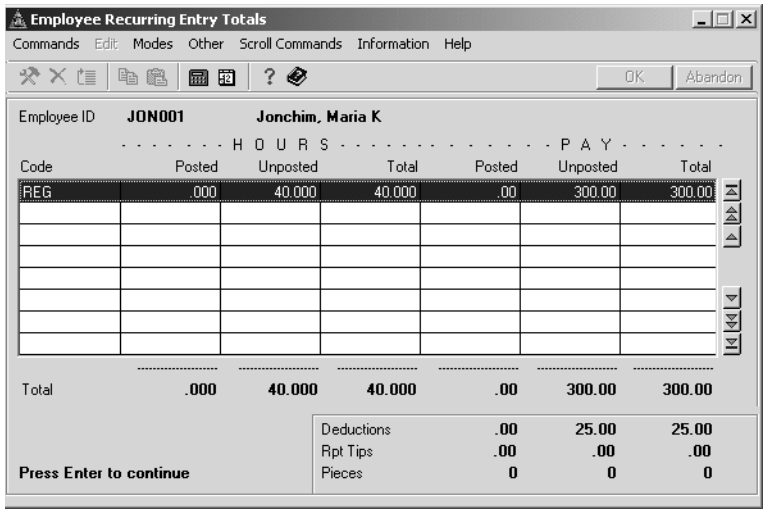
Field	Description
Amount	Enter the amount paid for the time ticket. If you change the calculated amount, the rate is recalculated.
Deduction	Enter the code for the deduction.
Note	If you want, enter a note about the deduction.
Hours	Enter the number of hours associated with the deduction.
Amount	Enter the amount to be deducted.

Inquiry

Save your changes and enter a new recurring entry or use the **Exit** (**F7**) command.

Viewing Transaction Totals

The Employee Transaction Totals screen appears when you press **T** on the Recurring Entries screen.


Employee Recurring Entry Totals
Commands Edit Modes Other Scroll Commands Information Help
OK Abandon
Employee ID JON001 Jonchim, Maria K
HOURS PAY
Code Posted Unposted Total Posted Unposted Total
REG .000 40.000 40.000 .00 300.00 300.00
Total .000 40.000 40.000 .00 300.00 300.00
Deductions .00 25.00 25.00
Rpt Tips .00 .00 .00
Pieces 0 0 0
Press Enter to continue

The posted, unposted, and total hours and pay appear for each earning code assigned to the employee. If there are more earning codes than fit on one screen, you can scroll up and down to view additional earning codes.

Deductions, reported tips, and pieces appear at the bottom of the screen.

When you finish viewing employee transaction totals, press any key to return to the Recurring Entries screen.

Tables

Use the **Tables** function to set up and maintain the Payroll system tables. Tables store information about the system, data, options, and default settings for other applications. The following tables are related to Payroll:

- **ADJMNxxx**
- **FREQxxx**
- **GLDEPxxx**
- **GLPAYxxx**
- **MAXVSxxx**
- **PACTLxxx**
- **SICccxxx**
- **TCALCxxx**
- **USRDDxxx**
- **USRDFxxx**
- **VACccxxx**

For information about each of these tables, see their individual descriptions in this section.

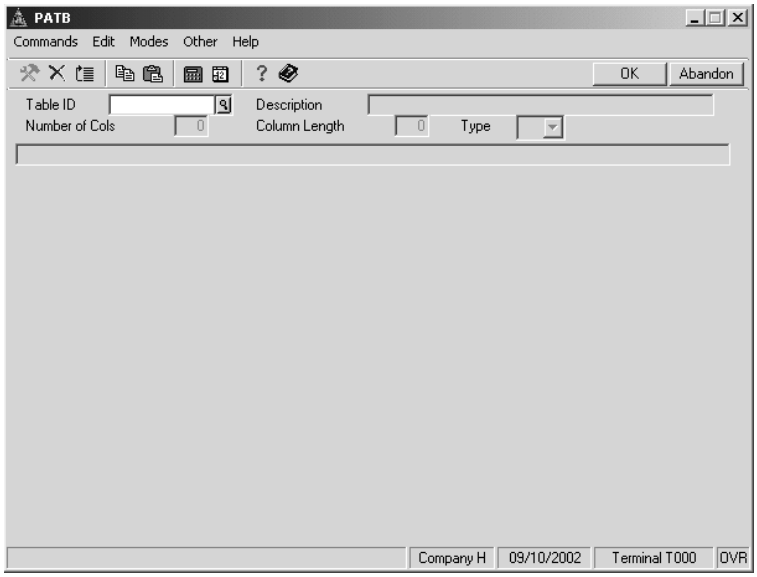
For information about shareable and unshared tables, see page 3-13.

Note

The **OPTxxx** and **OP2xxx** (Options) tables store options and interfaces settings. Maintain the information stored in this table through Payroll and Resource Manager system functions, not through the table itself.

Tables Screen

Select **Tables** from the **File Maintenance** menu. A blank tables screen appears.



1. To add or change a table, enter the table ID. To set up a company-specific table, enter the table ID plus the one-character to three-character company ID. To set up a terminal-specific table, enter the table ID plus the four-character terminal ID. To delete the table, use the **Delete** (**F3**) command.

2. If you entered a new table ID, the **Copy From** field appears. To copy a company-specific or terminal-specific table, enter the table ID plus the company ID and terminal ID.

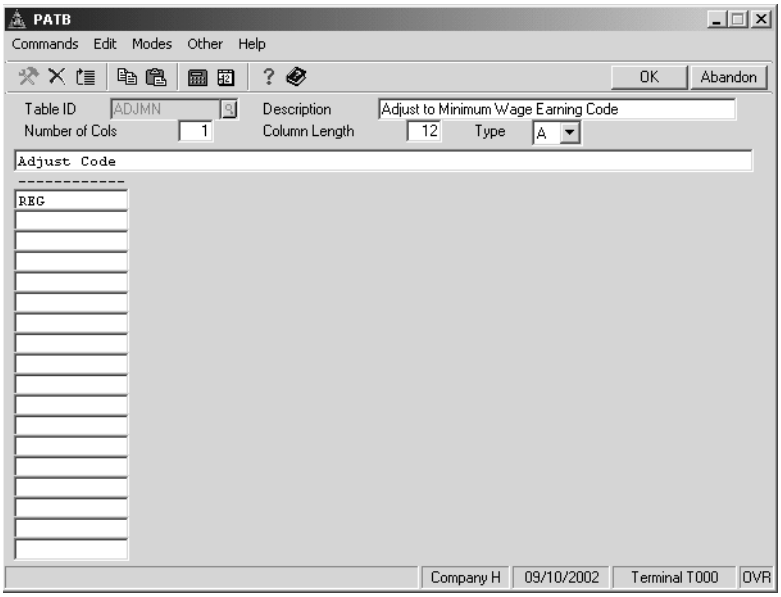
   A set of tables comes with the sample company, Builders Supply. You can copy the sample tables for a company and then change the appropriate fields. To copy a sample table, enter the table ID.

3. Press **Enter** to accept the current table description or enter a different description.

The number of columns, the length of the columns, and the type of characters you can enter—alphanumeric (**A**), numeric with two decimal places (**N**), numeric with three decimal places (**3**), or numeric with four decimal places (**4**)—appear.

ADJMNxxx Table

The **ADJMNxxx** table stores the earning code that is used when adjusting an employee's pay to meet federal minimum wage standards.



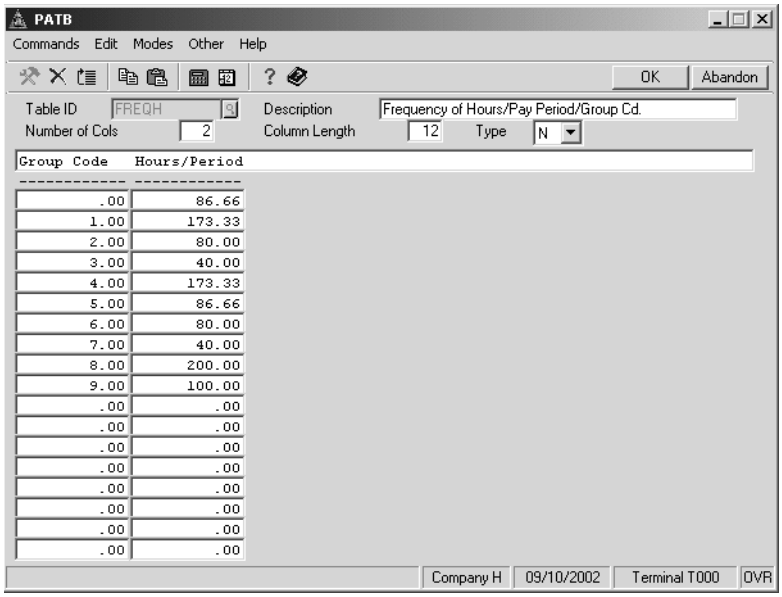
When you enter the table ID, the rest of the **ADJMNxxx** table appears.

Enter the earning code that will be used to adjust an employee's pay to meet federal minimum wage standards.

FREQxxx Table

The **FREQxxx** table stores the number of hours in a pay period for each group code for salaried employees.

When you enter the table ID, the rest of the **FREQxxx** table appears.

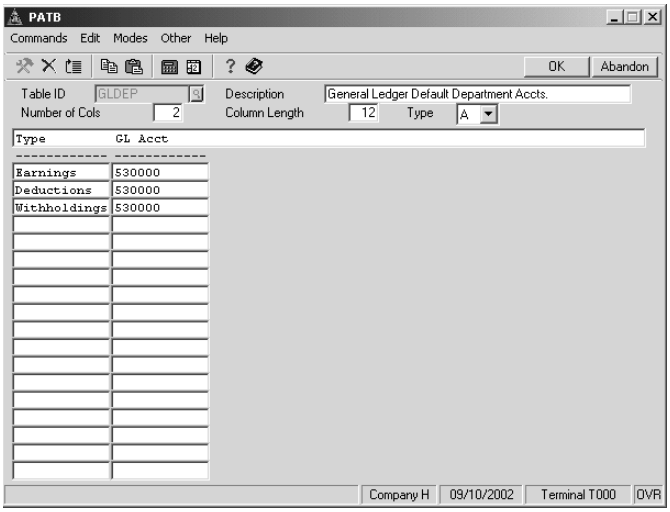


Field	Description
Group Code	Valid group codes are 0 through 9. Do not change, delete, or rearrange the codes. The system looks for the codes by their position in the table; it assumes that group code 0 is on the first line, group code 1 is on the second line, and so on.
Hours/Period	For each group code, enter the number of hours that are in a pay period.

GLDEPxxx Table

The **GLDEPxxx** table stores the default accounts for earnings and employer-paid deductions and withholdings used when new expenses for a department are added by posting transactions or checks. If you post new transactions or checks to the **PADPxxx** (Department) file that do not have a specified GL account, they are posted to the default GL account, which you can edit, in the **Departments** function. If Payroll does not interface with General Ledger, you must still build this table because the account numbers appear in the posting report.

When you enter the table ID, the rest of the **GLDEPxxx** table appears.



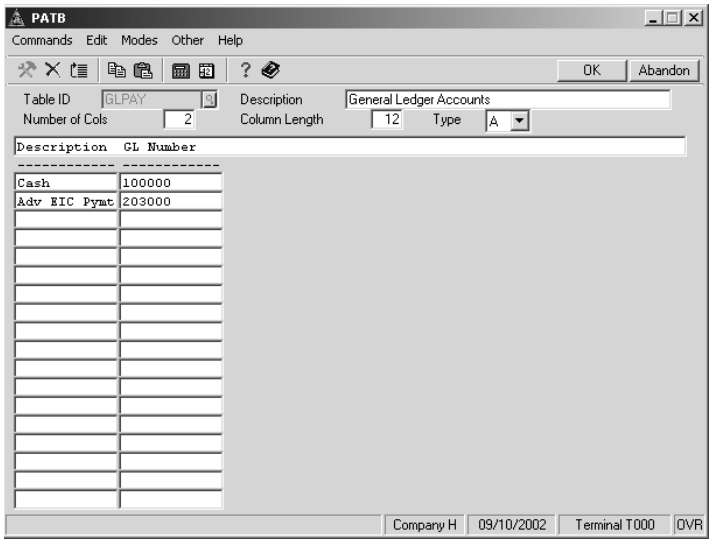
Field	Description
Type	The three types of accounts appear. Do not change, delete, or rearrange the types. The system looks for the types by their position in the table; it assumes that **Earnings** is on the first line, **Deductions** is on the second line, and **Withholdings** is on the third line.
GL Acct	Enter the default General Ledger account for each type.

GLPAYxxx Table

The **GLPAYxxx** table stores the General Ledger cash and advance EIC account numbers used by Payroll. It is used when checks are posted to the **GLJRxxx** (Journal) file.

If Payroll does not interface with General Ledger, you must still build this table because the account numbers appear in the posting report. If Payroll interfaces with Bank Reconciliation, however, the cash account is assigned from the bank account in Bank Reconciliation.

When you enter the table ID, the rest of the **GLPAYxxx** table appears.

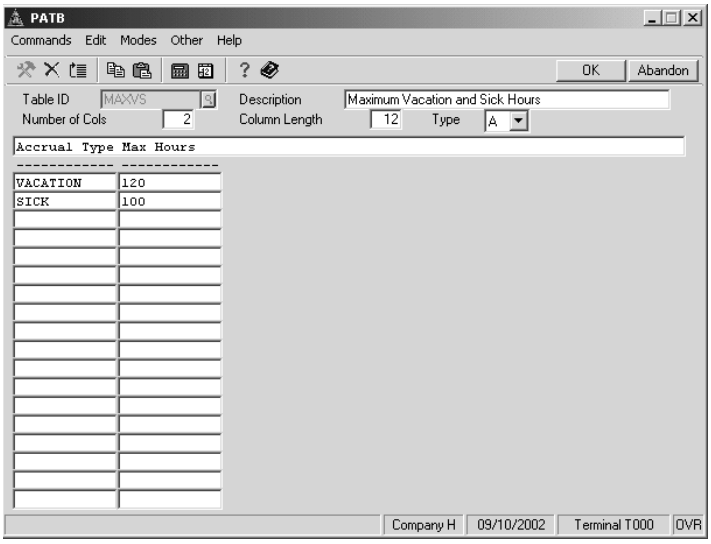


Field	Description
Description	Enter a description for the accounts that cash disbursed and advance EIC payments made, or press **Enter** to use the current description.
GL Number	Enter the account numbers you use for these purposes.

MAXVSxxx Table

The **MAXVSxxx** table stores the maximum number of hours an employee can accrue for vacation or sick hours remaining. You must set up a **MAXVSxxx** table for each company that uses the table.

When you enter the table ID, the rest of the **MAXVSxxx** table appears.

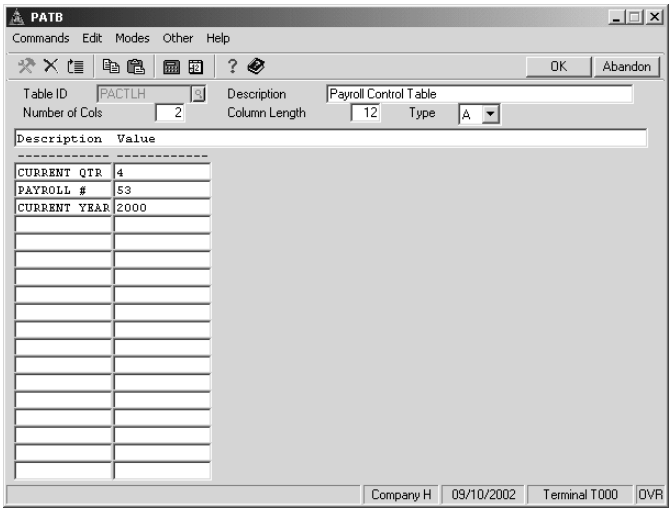


Field	Description
Accrual Type	Enter the accrual type: **Vacation** or **Sick**. Do not change the order of the rows in the table. The system expects **Vacation** to be on the first line and **Sick** to be on the second.

Field	Description
Max Hours	Enter the maximum number of hours an employee can accrue for remaining vacation and sick time. Hours accrue until this number is reached; then no more can be accrued until the employee uses some vacation or sick time. If you set this field to zero, an employee can accrue vacation or sick hours indefinitely.

PACTLxxx Table

The **PACTLxxx** table stores the current quarter, payroll number, and current year. When you enter the table ID, the rest of the **PACTLxxx** table appears.



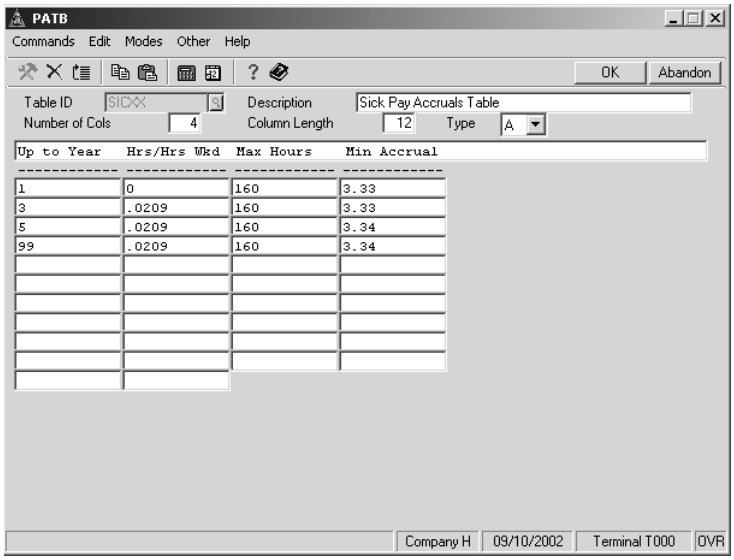
Field	Description
Description	The descriptions of the information in the table appear.

Field	Description
	Do not delete lines or rearrange the descriptions. The system looks for the descriptions by their position in the table; it assumes that the current quarter is on the first line, the payroll number is on the second line, and the current year is on the third line.
Value	On the first line, enter the number of the current quarter. This value is updated when you do quarter- or year-end maintenance. On the second line, enter the payroll number. This value is updated when you post checks and is reset to 1 when you do year-end maintenance. On the third line, enter the current calendar year. This value is updated when you do year-end maintenance

SICcccxxx Table

The **SICcccxxx** table (**cc** represents the sick code abbreviation) is used to calculate the accrual rate of sick days for employees, based on the number of years worked. If no time ticket hours are entered or manual checks are issued, salaried employees accrue the minimum number of sick and vacation days. Salaried employees' sick hours are assigned from their group code in the **FREQxxx** table.

When you enter the table ID, the rest of the **SICcccxxx** table appears.

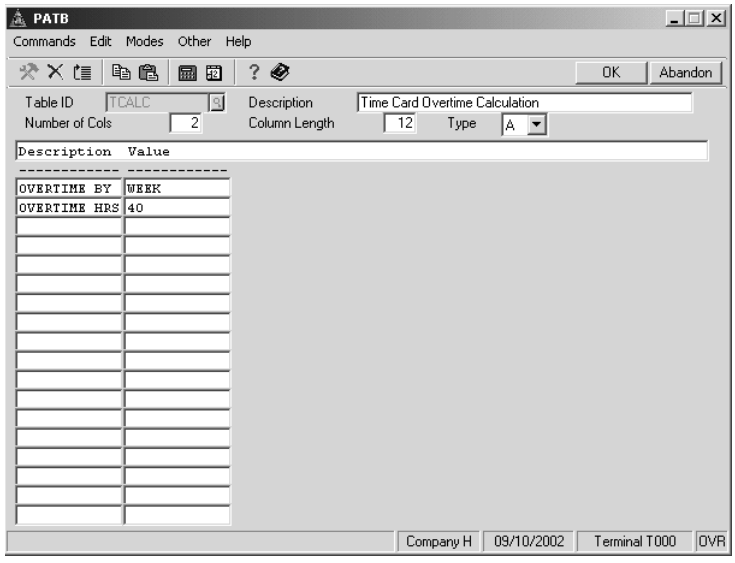


Field	Description
Up to Year	Enter the number of years worked by employees that the entries affect. For example, enter **1** for employees with 1 year of employment, **3** for employees with up to 3 years of employment, and so on.
Hrs/Hrs Wkd	The system multiplies this number by the number of hours worked to calculate the total hours accrued.

Field	Description
Max Hours	Enter the maximum number of hours an employee can work to calculate the accrual amounts for each pay period.
Min Accrual	The number in this field is the minimum number of vacation hours an employee can accrue for each pay period. If the number in the **Hrs/Hrs Wkd** field is less than the number in this field after calculation, the number in this field is used. If the calculation of the accrual amount is less than the minimum accrual, the minimum accrual is used.

TCALCxxx Table

The **TCALCxxx** table determines the setting for the time card calculator in the **Payroll Transactions** function. When you enter the table ID, the rest of the **TCALCxxx** table appears.

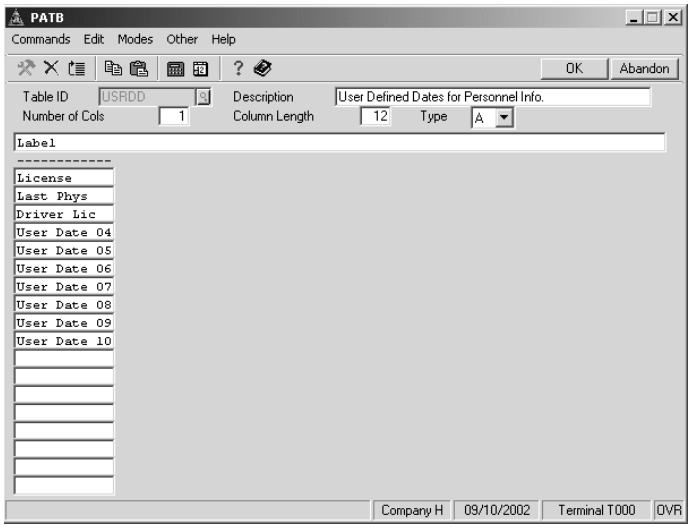


Field	Description
Description	Enter **Week** if you want overtime to be calculated by the week. Enter **Day** if you want overtime to be calculated on a day-by-day basis.
Value	Enter the number of regular hours reached before overtime is automatically calculated.

If overtime is calculated, a message notifies you that overtime has been calculated, and the dollar amount of the overtime appears. You should enter the overtime code as the next earning code.

USRDDxxx Table

The **USRDDxxx** table holds the user-defined labels that appear on the second Personnel Information screen and the Key Date Report. When you enter the table ID, the rest of the **USRDDxxx** table appears.

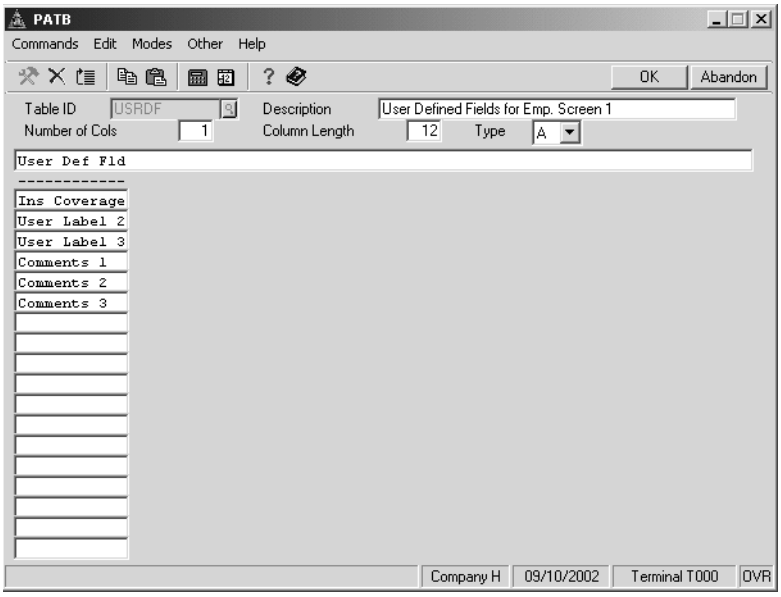


Enter up to ten date labels.

USRDFxxx Table

The **USRDFxxx** table holds the user-defined labels that appear on the Employees General Information screen and the first Personnel Information screen.

When you enter the table ID, the rest of the **USRDFxxx** table appears.



Six entries appear.

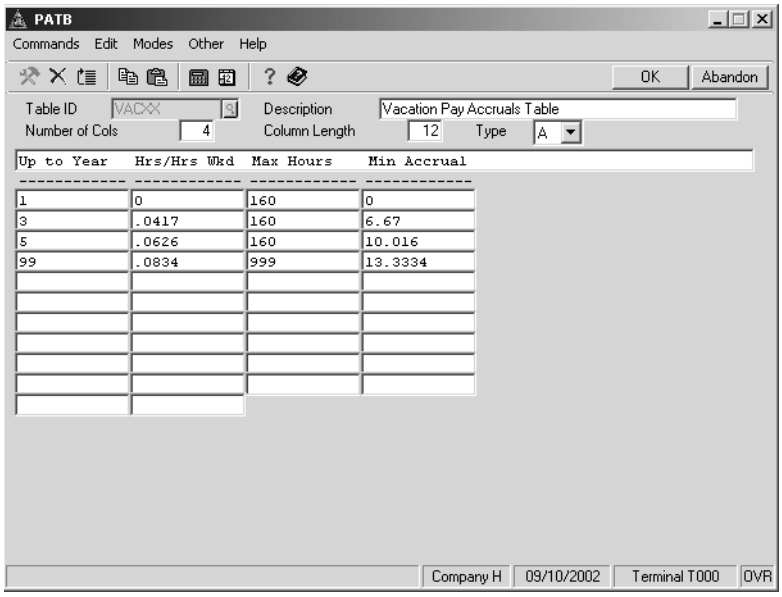
The first three appear on the Employees General Information screen. Enter the labels you want to appear on the screen.

The last three appear on the first Personnel Information screen. Enter the labels you want to appear on the screen.

VACcxxx Table

The **VACccxxx** (**cc** represents the vacation code abbreviation) table is used to calculate the accrual rate per pay period of vacation time for employees based on the number of years worked.

When you enter the table ID, the rest of the **VACccxxx** table appears.



Field	Description
Up to Year	Enter the number of years worked by employees that the entries affect. For example, enter **1** for employees with 1 year of employment, **3** for employees with up to 3 years of employment, and so on.
Hrs/Hrs Wkd	The system multiplies the number in this field by the number of hours worked to calculate the total hours accrued.

Field	Description
Max Hours	Enter the maximum number of hours an employee can work to calculate the accrual amounts for each pay period.
Min Accrual	The number in this field is the minimum number of vacation hours an employee can accrue for each pay period. If the number in the **Hrs/Hrs Wkd** field is less than the number in this field after calculation, the number in this field is used. If the calculation of the accrual amount is less than the minimum accrual, the minimum accrual is used.

Tax Tables

Use the **Tax Tables** function to set up and maintain the Payroll system tax tables. The tax tables are used to calculate state, federal, and local tax withholding and are stored in the **PATX** (Tax Tables) file. Tax tables are preset in the system.

Because the tax tables vary, depending on the state(s) in which the company's employees live and work, the tables are not dealt with in detail in this manual.

Federal Tax Tables

The following federal tax tables are used in the Payroll system:

- The **EIC** table stores the percentages that are used to calculate the advance earned income credits for eligible employees.
- The **FEDM** and **FEDS** tables store the earnings base, tax base, and percentage figures that are used to calculate federal tax.
- The **FICA** table stores the percentage and maximum earnings limit for employee and employer FICA calculations and the current federal minimum wage. It also stores the DCB limit.
- The **FUTAxxx** table stores percentage and maximum earnings limit for the employer FUTA calculations.
- The **W2CODE** table stores the code and the first four characters of the description of the deferred compensation deductions to be printed in box 13 on employees' W-2 forms.
- The **W2CODE2** table stores the first four characters of the deductions to be printed in box 14 on employees' W-2 forms.

State Tax Tables

The following state tax tables are used in the Payroll system:

- The **STXssm** tables (**ss** represents the state abbreviation; **m** represents marital status) store the earnings base, tax base, and tax percentages for each state where withholding is required.
- The **SUTssxxx** table stores the percentage and earnings limits that are used to calculate employer state unemployment tax.
- The **STSss** tables (**ss** represents the state abbreviation) store special fields that appear on the Employees Tax Information screen and are required to calculate state withholding.
- The **SOTss** tables (**ss** represents the state abbreviation) are used to calculate other state employee withholdings such as disability insurance.

Local Tax Tables

- The **LTXssllm** table stores the earning base, tax base, earnings limit, and tax percentages for the locality where the withholding is required.

A Note on Tax Tables

The last entry in the first column of a tax table must be **99999999.99**, because the **Tables** function goes to the next higher entry than the amount it is looking for and then goes back one line.

Formula Maintenance

Use the **Formula Maintenance** function to set up and maintain the formulas needed to calculate deductions and withholdings. (For a detailed explanation of formulas and a list of valid variables, functions, and operations, see appendix C.)

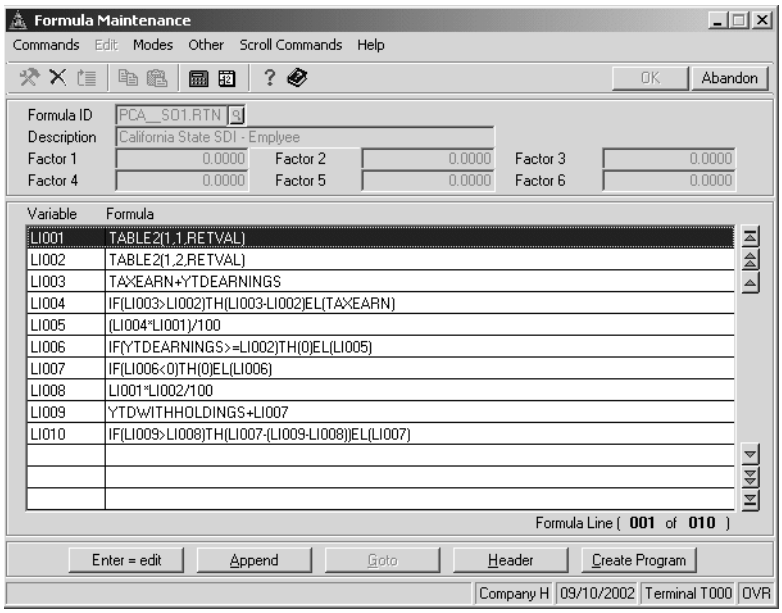
Once a formula has been set up, you can edit it through the Employee Pay Information screen (page 10-8), **Deductions** function (page 11-17) or **Withholdings** function (page 11-23). Changes you make here update the **PAFMHDR** (Formula Definitions) and **PAFMLIN** (Formula Line Detail) files.

Note

If you build a formula while you are in the sample data path to test it, the system stores the formula in the program directory, destroying the formula that was created with your live data. If you try to do this, the following warning appears: **Building formula in sample data will erase live formula. Y/N?** Select **Yes** (or enter **Y** in text mode) to replace the existing formula.

Formula Maintenance Screen

Select **Formula Maintenance** from the **File Maintenance** menu. The Formula Maintenance screen appears.



Field	Description
Inquiry **Formula ID**	If you are entering the Formula Entry screen through the Employees Pay Information screen, **Deductions** function, or **Withholdings** function, the formula ID appears; if not, enter the formula ID. The **.RTN** extension is not automatically appended to the formula ID. You should add this extension to the withholding formula names, and you *must* add it to the deduction formula names.

Field	Description
	Names for federal formulas should be in this format: **PFED_OAS.RTN**, where OASDI withholding would be used, for example. Names for state formulas should be in this format: **PMN_ _SUI.RTN**, where **MN** would be the state and **SUI** would be Employer State Unemployment Insurance, for example. Names for local formulas should be in this format: **PMNyyLWH.RTN**, where **MN** would be the state and **yy** would be the local code.
Copy From	This field appears if you entered a new formula ID. Enter the ID of the formula from which you want to copy information, or press **Enter** to skip this field.
Description	Enter a description of the formula.
Factors 1–6	Formula factors are variables used to change the base rate in a formula without changing the actual formula. Each formula can have six factors. Enter up to six formula factors.

Press **PgDn** to save your entries and move the cursor from the header section to the scroll region.

Use the commands to work with the information in this region:

- Press **Enter** to edit a formula line. See “Editing or Adding a Line” on page 10-94 for more information.
- Press **A** to add a formula line. See “Editing or Adding a Line” on page 10-94 for more information.

- Press **G** to go to a particular line, then enter the formula line number. This command appears only if there is more than one screen of items.

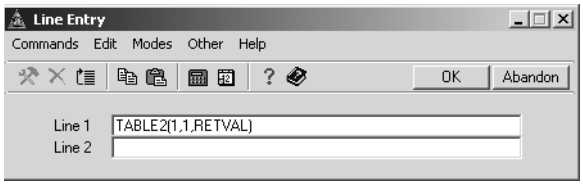
- Press **H** to return to the header section of the screen.

- Press **C** to convert the formula to a program when you are finished editing or entering a formula.

  Use the **Create Program** command anytime you enter or edit a formula. If you do not use the **Create Program** command before exiting from the **Formula Maintenance** function, the system automatically executes the command when you use the **Exit** (**F7**) command to return to the **File Maintenance** menu. If you use the **Abandon** (**F5**) command to return to the header section of the screen, your changes are not saved and the formula is not compiled into a program.

Editing or Adding a Line

When you press **Enter** or **A** on the command bar, the Line Entry screen appears:



Each line in a formula can be 100 characters long. You enter the line in two "segments." When you press **Enter** to exit the Line Entry window, the two lines join to form one longer line, only the first 50 characters of which are displayed on the Formula Maintenance screen. To delete one line at a time, use the **Delete** (**F3**) command.

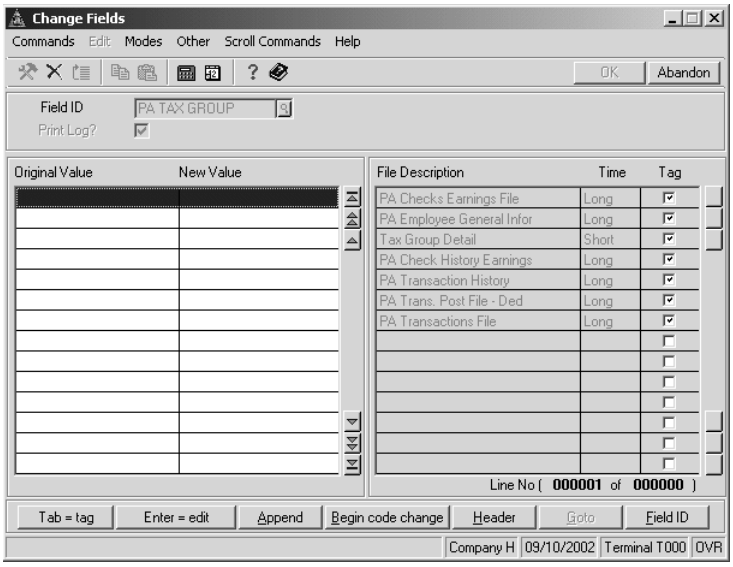
See appendix C for a detailed explanation of how formulas work and for a list of valid variables, functions, and operations.

When you are finished entering or editing a formula, use the **Exit** (**F7**) command to save your changes (and create a program) and return to the **File Maintenance** menu.

Change Fields

Use the **Change Fields** function on the **File Maintenance** menu to change any code from one value to another. The **Change Fields** function can change codes within Payroll as well as in other applications. To produce a list of fields changed, use the Print Log feature. A sample of the log appears on page 10-99.

When you select **Change Fields** from the **File Maintenance** menu, the Change Fields screen appears:



The screen contains three sections. The top, or **Header**, section, which includes the **Field ID** and **Print Log?** fields, is where you select the code or ID to change and whether to produce the printed log.

The lower left, or **Values**, section is where you build a list of the values you want to change by specifying the old value and the new value.

The lower right, or **Files**, section contains a list of the files that are changed in the applications you installed on your system.

Header

Inquiry

1. Enter the **Field ID** you want to change. You can change only Payroll fields from the **Payroll** or **Payroll with Direct Deposit** menus. To change IDs and codes from other applications, run the **Change Fields** function in the respective application.

2. Select the **Print Log?** check box to print a list of the files that are changed.

3. After you enter the **Field ID** and indicate your preference for printing the log, use the **Proceed** (**OK**) command to begin entering field values to change.

Values

4. To edit or add original/new values in this section, select a line and press **Enter** to edit the current line. The Edit Original/New Values dialog box appears. Press **A** to append another value to the list. The Add Original/New Values dialog box appears.

5. Enter the current field value you want to change in the **Original Value** box.

6. Enter the new value that you want to use for this field in the **New Value** box.

7. Select a command.

   - Press **Tab** to switch to the **File Description** section to specify which files change during processing.

   - Press **Enter** to edit the current line.

   - Press **A** to append another value to the list.

   - Press **B** to begin the change field process.

   - Press **H** to return to the header section to change the selection you made for printing the log.

- Press **G** to go to a particular entry. This option is only available when there is more than one page of entries.

- Press **F** to choose a new field ID (this abandons any field changes you entered, but have not yet saved).

8. Continue entering old values and new values until you have specified all of the values you want to change in the **Values** section.

Files

The files that contain the **Field ID** you selected appear in the **File Description** section. You should change IDs in all of the files as a general rule. Exclude files from the change process only when your reseller or support representative instructs you to so.

9. The **Time** field gives you an idea of the relative time it takes to change the field in a given file. Files where this code or ID are a part of the key to the file can be changed more quickly than files where each record in the file must be scanned for the code or ID. Each file is rated as **Short** or **Long** to denote the estimated time required to change the field.

10. The **Tag** field denotes whether the file is affected by the copy process. Tag the file to change fields in the file.

11. Select a command.

    - Press **Tab** to switch to the **Values** section of the screen.

    - Press **Enter** to toggle a file as included or excluded from the copy process.

    - Press **A** to tag all of the files.

    - Press **N** to untag all of the files.

    - Press **B** to begin the change field process.

- Press **H** to return to the header section to change the selection you made for printing the log.
- Press **G** to go to a particular entry. This option is only available when there is more than one page of entries.
- Press **F** to choose a new field ID (this abandons any field changes you entered, but have not yet saved).

12. When you have tagged the files you want to change, press **B** to begin the change process. When the changes are complete, the log prints if you elected to produce it.

13. Enter a new **Field ID** to change, or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

Change Fields Log

```
9/09/2002                          Builders Supply                          Page    1
6:12 PM                              Change Code Log

File Name    Records Read  Records Converted  Original Total Record  New Total Records
-------------------------------------------------------------------------------------

ARCUH                   2                  1                     13                 13
ARCCH                   1                  0                     17                 17
ARCRH                   0                  0                      0                  0
ARHIH                 568                166                    569                569
ARHSH                 124                123                    549                549
ARINH                   9                  8                     64                 64
ARPYH                   4                  0                      8                  8
ARREH                   3                  1                      3                  3
ARRHH                   3                  1                      3                  3
ARSAH                   1                  0                      6                  6
ARTDH                   0                  0                      0                  0
ARTHH                   0                  0                      0                  0
INAIH                   6                  4                    189                193
INHIH        Improper field length for Record Test; KNUM=0, Record=ENTRY
INHIH                 457                120                   1010               1010
INLHH        Improper field length for Record Test; KNUM=0, Record=ENTRY
INLHH                   0                  0                    406                406
INSHH        Improper field length for Record Test; KNUM=0, Record=ENTRY
INSHH                  27                  0                    573                573
JOBSH                  25                  0                     25                 25
JOHIH                   1                  0                    189                189
JOHIH                   0                  0                    189                189
SORHH                   6                  1                      6                  6
SORLH                  21                  4                     21                 21
SOTDH                  20                  1                     20                 20
SOTHH                   8                  1                      8                  8

Field ID       AR CUSTOMER ID
Original Value                    New Value
ACE001                            ABC001
```

Codes Maintenance 11

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Tax Authority Setup	11-5
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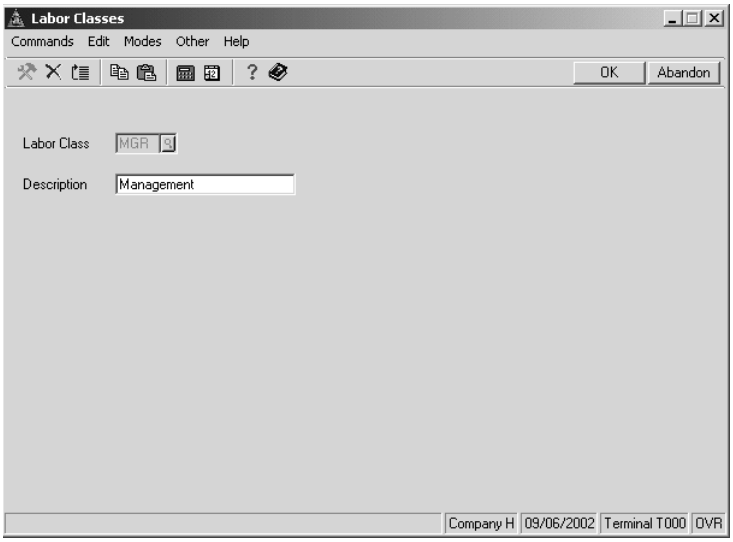
Labor Classes

Use the **Labor Classes** function to set up and maintain labor classes. Labor classes can be used to group types of employees. For example, you might set up labor class **EXM** for executive managers, **MIM** for mid-level managers, and so on. The classes you set up can be useful for report sorting.

Labor classes are stored in the **PALCxxx** (Labor Class) file and are used in the **Employees** function.

Labor Classes Screen

Select **Labor Classes** from the **Codes Maintenance** menu. The Labor Classes screen appears.



Inquiry

1. Enter the labor class code.
2. Enter a description of the labor class code.

3. Use the **Proceed** (**OK**) command to save your changes. The cursor returns to the **Labor Class** field. Enter another labor class code, or use the **Exit** (**F7**) command to return to the **Codes Maintenance** menu.

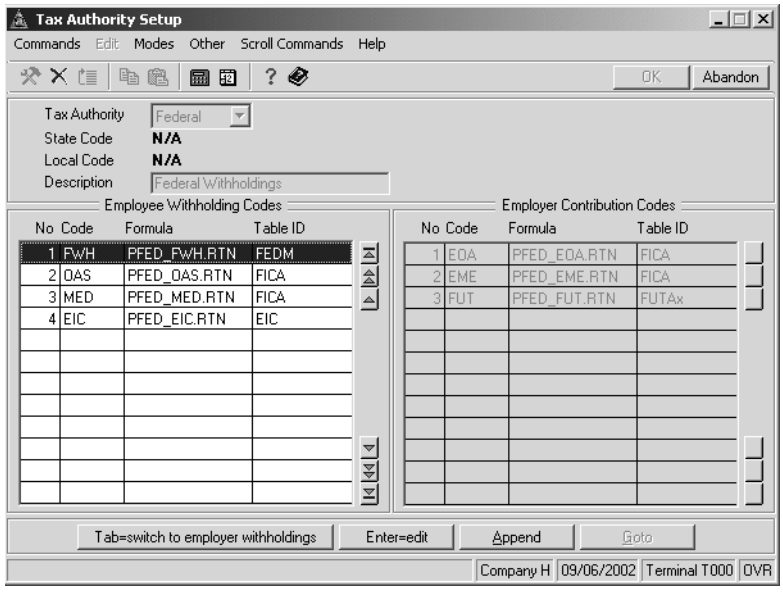
Tax Authority Setup

Use the **Tax Authority Setup** function to enter and maintain withholding codes for federal, state, and local tax authorities for which employees need withholdings. You can also set up the necessary formula names and tax table IDs associated with each code. Changes you make here update the **PACO** (Codes) file.

You can enter 15 employee and employer withholding codes for each federal, state, and local tax authority.

Tax Authority Setup Screen

Select **Tax Authority Setup** from the **Codes Maintenance** menu. The Tax Authority screen appears.



1. In the **Tax Authority** field, enter **F** to work with federal tax authority codes, **S** to work with state tax authority codes, or **L** to work with local tax authority codes.

Inquiry

2. If you entered **S** in the **Tax Authority** field, the **State Code** field becomes available. Enter the state code you want to set up or adjust.

Inquiry

3. If you entered **L** in the **Tax Authority** field, both the **State Code** and **Local Code** fields become available. Enter the state code, then enter the local code you want to set up or adjust.

4. Enter or edit the description of the tax authority. For example, if you are working with a federal tax authority, enter the name of the withholding.

5. To move to the scroll region, use the **Proceed** (**OK**) command.

6. Use the commands on the command bar to move around the screen:

   - Press **Tab** to switch between the **Employee Withholding Codes** and **Employer Contribution Codes** sections of the screen.

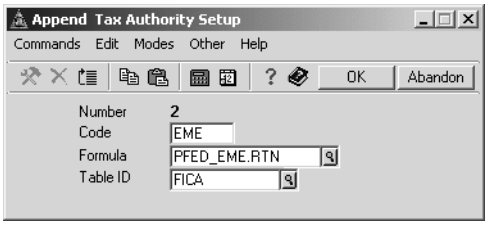
   - Press **Enter** to edit a line item. See “Adding or Editing a Line Item” on page 11-7 for more information.

   - Press **A** to add a line item. See “Adding or Editing a Line Item” on page 11-7 for more information.

   - Press **G** to go to a particular line item, then enter the line item number or use the **Inquiry** (**F2**) command to select the line item number. This command is available only if there is more than one screen of items.

7. Your changes are saved as you enter them. Use the **Exit** (**F7**) command when you are finished to close the screen and return to the **Codes Maintenance** menu.

Adding or Editing a Line Item



The Append Tax Authority Setup screen appears when you add or edit a tax authority line tiem. You can add or edit 15 tax authority withholding codes for both employees and employers.

Enter the code for the withholding tax. FHW, SWH, and LWH must be the first employee withholdings.

Next, enter the name of the formula that is to be used when calculating the withholding. You must add the extension **.RTN** to the formula name so that the system will not overwrite part of itself.

Then, enter the ID of the tax table that will be used when calculating the withholding. If you are working with FWH, SWH, or LWH, these withholdings usually depend on marital status. They can be overridden on the Employees Tax Information screen (page 10-15). If the table must be company-specific (for example, FUTA and SUI), the last character of the table ID must be a lowercase **x**. To accommodate the full three-character company ID, you must limit the table ID to five characters. If the system cannot locate the company-specific table, the generic table is the default.

Your work is automatically saved as you enter it. When you are finished, use the **Abandon** (**F5**) command to return to the **Tax Authority** field, or use the **Exit** (**F7**) command to return to the **Codes Maintenance** menu.

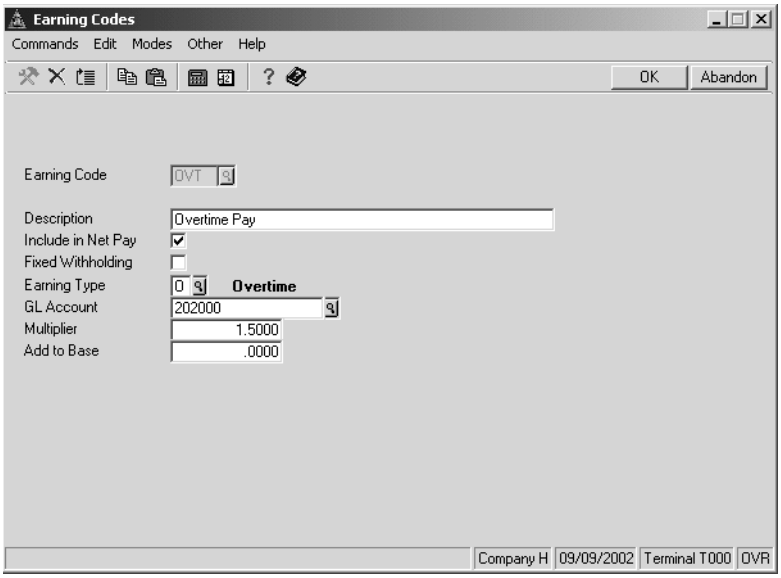
Earning Codes

An earning code stores pay rate information, the GL account number, the earning type, and other information for a particular kind of work. If you enter an earning code and the number of hours the employee worked when you enter time tickets or manual checks, the system calculates the employee's pay based on the information you enter here. You can have an unlimited number of earning codes. Changes you make here update the **PAECxxx** (Earning Codes) file.

You can set up earning codes for types of work (for example, for assembly and packaging) and for overtime or double-time work that automatically multiplies or adds amounts to the base pay.

Earning Codes Screen

Select **Earning Codes** from the **Codes Maintenance** menu. The Earning Codes screen appears.



Field Descriptions

	Field	Description
Inquiry	**Earning Code**	Enter the earning code.
	Description	Enter a description of the earning code. The description you enter here appears when you enter or edit time tickets.
	Include in Net Pay	If the pay should be included in the employee's paycheck, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). Including or excluding the pay from net pay does not affect taxable income. To exclude an earning code from taxable income, use the exclusion switches in your federal, state, and local withholding records.
	Fixed Withholding	If you use a fixed percentage for all withholding (specified in the federal, state, and local withholding formulas), select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If you do not use a fixed percentage, withholding is calculated according to the regular federal, state, and local tax routines.
Inquiry	**Earning Type**	Enter an earning type for the earning code. Each earning code must be assigned an earning type. (For more information, see page 11-14). An earning code of type **T** has special meaning (**Tips**) in the system. Tip amounts are accumulated in the **FICA** Tips field for government reporting.

	Field	Description
		An earning code of type **F** also has special meaning (**Fringe**) in the system. Any earning code of type **F** that an employee receives throughout the year is accumulated and printed as **fringe** on an employee's W-2 form.
		Earning codes of type **V** or **S** are used to determine the amount of vacation and sick time taken throughout the year.
		Any earning codes that use a user-defined type are treated as regular pay, using the **Multiplier** and **Add to Base** fields to determine pay.
Inquiry Maint	**GL Account**	Enter the number of the account to which the earning code is posted. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Payroll interfaces with General Ledger.
		The GL account is debited when you post checks for the earning code you selected. That account is credited in the department when you post expense to GL.
	Multiplier	The number you enter in this field is multiplied by the employee's base hourly pay rate. For example, you enter an earning code with a multiplier of **1.2500**. Then you enter a time ticket for an employee who uses that earning code and whose base hourly pay rate is $10 per hour. The system performs the calculations, resulting in a pay rate of $12.50 per hour for the employee.
		You must enter a value in this field. If you do not want to use a multiplier, enter **1**.

Field	Description
Add to Base	The number you enter in this field is added to the employee's base hourly pay rate. For example, you enter an earning code with an Add to Base factor of **0000.50**. Then you enter a time ticket for an employee who uses that earning code and whose base hourly pay rate is $10 per hour. The system adds the factor to the employee rate, resutling in a pay rate of $10.50 per hour for the employee. If both a **Multiplier** and an **Add to Base** factor exist for the earning code, the **Add to Base** factor is added to the employee's base pay rate first. This new base pay rate is then multiplied.

After you approve the entries, enter another earning code, or use the **Exit** (**F7**) command to return to the **Codes Maintenance** menu.

Earning Types

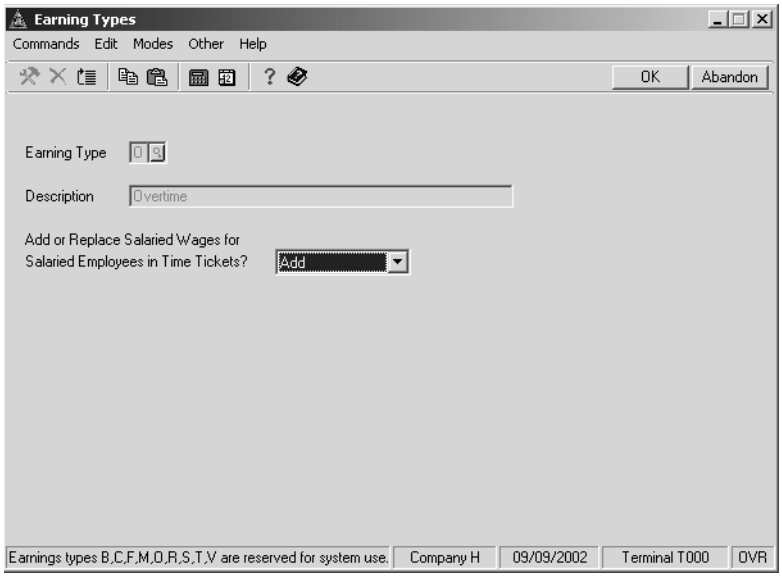
Use the **Earning Types** function to create groups of earning codes. The Payroll system has nine preset earning types:

- Bonus
- Commission
- Fringe
- Miscellaneous
- Overtime
- Regular Earnings
- Sick
- Tips Reported as Federal Earnings
- Vacation

You cannot change or delete the preset earning types, but you can set up additional earning types. When you set up earning codes (see page 11-9), you specify which earning type the code belongs to. For example, you might have four kinds of bonus pay. You set up each kind of bonus pay as an earning code and group them all under the Bonus earning type. Changes you make here update the **PAETxxx** (Earnings Types) file.

Earning Types Screen

Select **Earning Types** from the **Codes Maintenance** menu. The Earning Types screen appears.



Inquiry

1. Enter the ID of the earning type you want to add or change.

   Earning type **T** has special meaning (**Tips**) in the system. Tip amounts are accumulated in the **FICA Tips** field for government reporting.

   Earning type **F** also has special meaning to the system. Any earning types **F** that an employee receives through the year are accumulated and printed as **fringe** on an employee's W-2 form.

   Earning types **V** and **S** are used to determine the amount of vacation and sick time taken throughout the year.

   Any other earning types that use a user-defined type are treated as regular pay, using the **Multiplier** and **Add to Base** fields to determine pay.

2. Enter a description of the earning type.

3. The last field on the screen applies only to salaried employees for whom you enter time tickets. Press **A** to add pay entered through time tickets to salary amounts for this earning code. Press **R** to replace salary amounts with pay entered through time tickets for this earning code.

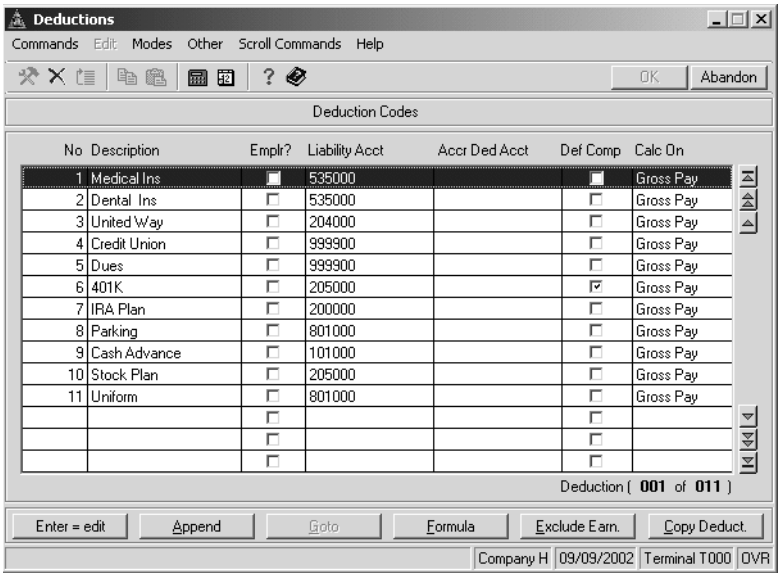
4. When you save the earning type, the cursor returns to the **Earning Type** field. Enter the next earning type you want to work with, or use the **Exit** (**F7**) command to return to the **Codes Maintenance** menu.

Deductions

Use the **Deductions** function to set up, change, or delete deductions from the Payroll system. Deductions are assigned codes, which can then be referenced when you set up employees using the **Employees** function. You can set up 999 deduction codes. Changes you make here update the **PADDxxx** (Deductions) and **PADXxxx** (Deduction Exclusion) files.

Deductions Screen

Select **Deductions** from the **Codes Maintenance** menu. The Deductions screen appears.


Deductions
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Deduction Codes
No Description Emplr? Liability Acct Accr Ded Acct Def Comp Calc On
1 Medical Ins 535000 Gross Pay
2 Dental Ins 535000 Gross Pay
3 United Way 204000 Gross Pay
4 Credit Union 999900 Gross Pay
5 Dues 999900 Gross Pay
6 401K 205000 Gross Pay
7 IRA Plan 200000 Gross Pay
8 Parking 801000 Gross Pay
9 Cash Advance 101000 Gross Pay
10 Stock Plan 205000 Gross Pay
11 Uniform 801000 Gross Pay
Deduction (001 of 011)
Enter = edit
Append
Goto
Formula
Exclude Earn.
Copy Deduct.
Company H
09/09/2002
Terminal T000
OVR

Use the commands to work with the information on the screen:

- Press **Enter** to edit a deduction code. See “Editing or Adding a Line Item” on page 11-18 for more information.

- Press **A** to add a deduction code. See “Editing or Adding a Line Item” on page 11-18 for more information.
- Press **G** to go to a specific line item, then enter the deduction code or use the **Inquiry** (**F2**) command to select the code. This command is available only if there is more than one screen of deductions.
- Press **F** to edit deduction formulas. The Formula Maintenance screen appears. See page 10-91 and appendix C for more information on formulas
- Press **E** to exclude earning codes from the selected deduction. See “Earning Exclusions” on page 11-19 for more information.
- Press **C** to copy the selected deduction. See “Copying Deductions” on page 11-20 for more information.

Editing or Adding a Line Item

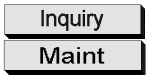
To edit or add a line item, follow these steps:

1. Enter a description of the deduction.

   If this is a deferred compensation deduction, the first four characters of the description you enter are used as the deferred compensation description on W-2 forms.

   If the deduction is for a 401(k) program, you must enter **401K**. If the deduction is for dependent care benefits, you must enter **DCB**.

2. If the deduction is employer-paid, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).



3. Enter the number of the liability account to which the deduction is credited. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Payroll interfaces with General Ledger.

Inquiry
Maint

4. If the deduction is employer-paid, enter the expense account number. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Payroll interfaces with General Ledger.

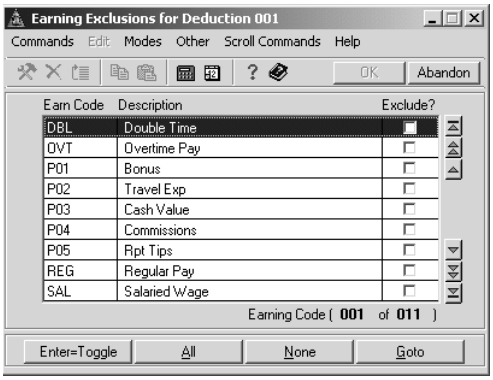
5. If the deduction is deferred compensation or any other pretax deduction that should be reported on employees' W-2 forms, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

6. Enter **G** if the deduction is calculated on gross pay or **N** if it is calculated on net pay.

Earning Exclusions

You can exclude earning codes from a deduction. For example, you might set up a pay deduction for uniforms that applies to workers in a store and then exclude particular earning codes for warehouse workers so that uniform costs are not deducted from these employees' pay.

When you press **E** on the Deductions screen to exclude earning codes from deductions, the Earning Exclusions screen appears.



Use the command to work with the information on the screen:

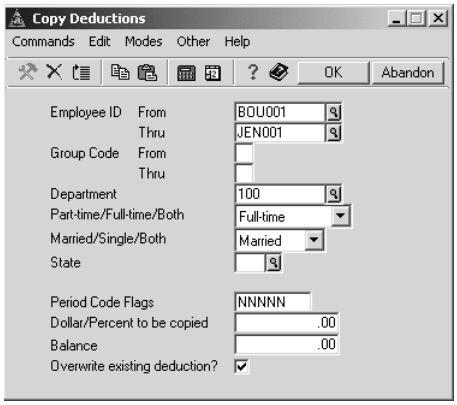
- Press **Enter** to toggle the earning code's exclusion status for the deduction. The **Exclude?** check box status changes from selected to cleared (for graphical screens) or from **Yes** to **No** (for text screens).

- Press **A** to exclude all earning codes from the deduction.
- Press **N** to include all earning codes in the deduction.
- Press **G** to go to a specific earning code, then enter the earning code or use the **Inquiry** (**F2**) command to select the earning code. This command is available only when there is more than one screen of earning codes.

Your changes are saved automatically as you enter them. When you are finished with the Earning Exclusions screen, use the **Exit** (**F7**) command to return to the line item scroll region of the Deductions screen.

Copying Deductions

When you press **C** on the Deductions screen to copy a deduction, the Copy Deduction screen appears.



Inquiry

1. Enter the range of employees to whose records you want to copy the deduction.
2. Enter the range of group codes to which you want the deduction to apply.

Inquiry

3. Enter the department to which you want the deduction to apply. Leave this field blank to apply the deduction to all departments.

4. Enter **P** to appy the deduction to part-time employees, **F** to apply the deduction to full-time employees, or **B** to apply the deduction to both types of employees.

5. Enter **M** to apply the deduction to married employees, **S** to apply the deduction to single employees, or **B** to apply the deduction to both types of employees.

Inquiry

6. Enter the state code to which you want the deduction to apply.

7. Enter the period codes to which you want the deduction to apply.

8. Enter the dollar amount or percentage of the deduction you want to copy.

9. If the deduction has a declining balance, enter the amount.

10. If you want to replace any existing deduction information with the same number in your employee files, select the box (or enter **Y** in text mode). If you want to leave existing deduction information as is, clear the box (or enter **N** in text mode).

11. When you have finished entering information for the deduction you want to copy, select the output device to print the Copy Deductions Log.

12. When you are finished entering and editing deductions, use the **Exit** (**F7**) command to return to the **Codes Maintenance** menu.

Copy Deductions Log

```
9/09/2002                    Builders Supply                    Page    1
10:58 AM                     Copy Deductions Log

   Employee     Deduction Code     Period Codes      Amount      Balance

     BOU001           001              NNNNN          100.00          0
     GER001           001              NNNNN          100.00          0

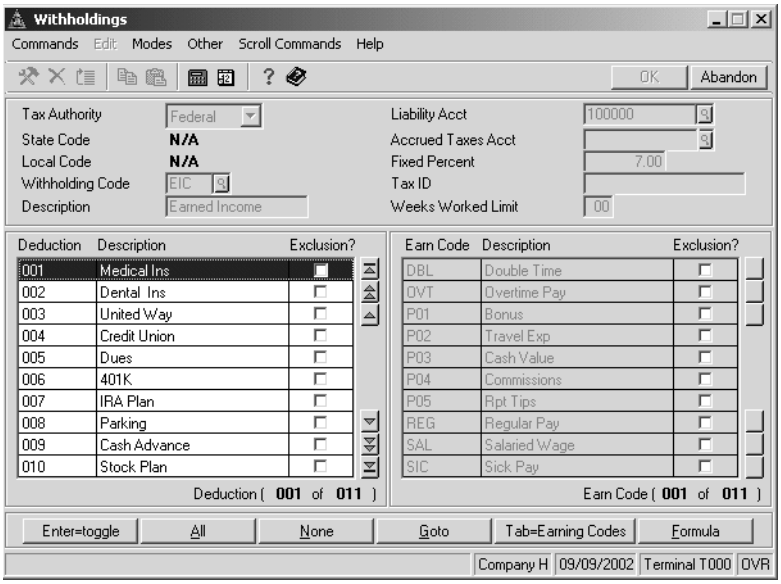
End of Report
```

Withholdings

Use the **Withholdings** function to set up and maintain federal, state, and local withholding tax information for employees. You can exclude particular deductions and earning codes from withholding and you can maintain formulas. Changes you make here update the **PAWIxxx** (Withholdings) and **PAWXxxx** (Withholding Exclusion) files.

Withholdings Screen

Select **Withholdings** from the **Codes Maintenance** menu. The Withholdings screen appears.



1. In the **Tax Authority** field, enter **F** to work with federal tax authority codes, **S** to work with state tax authority codes, or **L** to work with local tax authority codes.

Inquiry

2. If you entered **S** in the **Tax Authority** field, the **State Code** field becomes available. Enter the state code you want to set up or adjust.

   The state code must be defined in the **Tax Authority Setup** function (see page 11-5) before you set up the state/locality withholding.

Inquiry

3. If you entered **L** in the **Tax Authority** field, both the **State Code** and **Local Code** fields become available. Enter the state code, then enter the local code you want to set up or adjust.

   Local codes must be defined in the **Tax Authority Setup** function before you set up the state/locality withholding. In employee records, code **00** means that there is no local tax.

4. Enter one of the taxation codes displayed at the bottom of the screen in the **Withholding Code** field. The kind of tax code you can enter depends on whether you are working with the federal, state, or local tax authority. These codes are reserved by the system and should not be modified in the Tax Authority Setup function.

   EIC Earned Income Credit
   EOA Employer OASDI
   EME Employer Medicare
   FUT FUTA
   FWH Federal Withholding
   MED Medicare
   OAS OASDI Withholding
   SUI Employer State Unemployment Insurance
   SWH State Withholding
   LWH Local Withholding

5. The description of the withholding code you selected appears. Edit it, if necessary.

Inquiry
Maint

6. Enter the account number of the liability account to which the withholding is posted. If Payroll interfaces with General Ledger, use the **Maintenance** (**F6**) or **Inquiry** (**F2**) commands to select the account number.

Inquiry
Maint

7. The **Expense Acct** field is available only if the withholding is employer-paid. Select the account number of the expense account to which the withholding is posted. If Payroll interfaces with General Ledger, use the **Maintenance** (**F6**) or **Inquiry** (**F2**) commands to select the account number.

8. The **Fixed Percent** field is available only if the withholding is employer-paid. If you are working with a FWH, SWH, or LWH record, enter the percentage of pay to be withheld.

9. If you are working with a FWH record, enter the employer's federal tax ID in the **Tax ID** field. This ID prints on W-2 forms. Only the first 10 characters are used.

   If you are working with a SWH or LWH record, enter your state or local tax ID. If you are entering a SUI record, enter the tax ID you want to print in the Quarterly State Unemployment Report.

10. The **Weeks Worked Limit** field is available only if you entered a state withholding tax in the **Tax Code** field. Enter the minimum number of hours an employee must work to qualify as one week of work, or enter **00** if the state has no minimum.

    If an employee works less than the minimum number of hours you enter here, the **Weeks Under Limit** field in the employee's history record is updated.

11. Press **PgDn** to save your entries in the header section and move to the scroll region.

12. Use the commands to work with the entries in the scroll region:

    - Press **Enter** to change the **Exclusion?** status of a deduction or earning code. The check box status alternates between selected and cleared (in graphical mode) or **YES** and **NO** (in text mode).

    - Press **A** to exclude all deductions or earning codes.

    - Press **N** to include all deductions or earning codes in the withholding.

- Press **G** to go to a specific line item, then enter the deduction or earning code or use the **Inquiry** (**F2**) command to select the code. This command appears only if there is more than one screen of items.

- Press **Tab** to switch between the deductions and earning codes scroll regions.

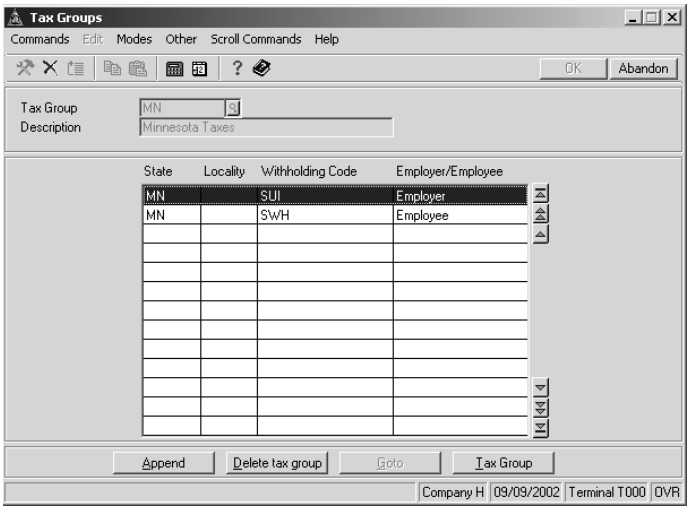
- Press **F** to edit the withholding formula for the withholding you are working with. See page 10-91 and appendix C for more information on formulas.

Tax Groups

Use the **Tax Groups** function to create and edit the withholding codes for a tax group used to calculate withholdings from employees earnings. The **Tax Groups** function allows you to set up multiple withholding codes for employees who, for example, live in one state and work in another and need different withholdings drawn from their paycheck. To use the **Tax Group** function, you must first set up withholding codes.

Tax Groups Screen

Select **Tax Groups** from the **Codes Maintenance** menu. The function screen appears.



Inquiry

1. Enter the ID of the tax group you want to add or change.

   For the selected tax group ID, a description appears. If you are entering a new tax group, enter a description.

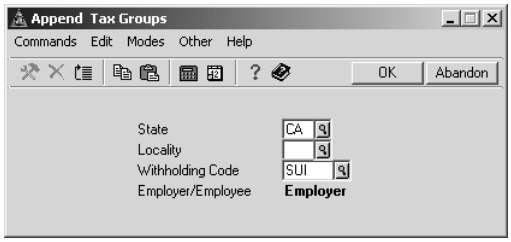
2. Press **PgDn** to move to the scroll region.

3. Use the commands to work with the line items in the scroll region:

   - Press **A** to add a line item. The Append Tax Groups screen appears.
   - Press **D** to delete the selected withholding code from the tax group.
   - Press **G** to go to a specific withholding code in the tax group. This command is available only when there is more than one screen of tax groups.
   - Press **T** to move the cursor to the **Tax Group** field to select a new tax group.

4. When you are finished entering and editing deductions, use the **Exit** (**F7**) command to return to the **Codes Maintenance** menu.

Append Tax Groups Screen



The Append Tax Groups screen appears when you press **A** on the Tax Groups screen to add a withholding code to a tax group.

Inquiry

- Enter the state for the employee's withholding code.
- Enter the local withholding code, if any, for the employee.
- Enter the withholding code to include in the tax group. Use the **Proceed** (**OK**) command to save your changes and return to the Tax Groups screen.

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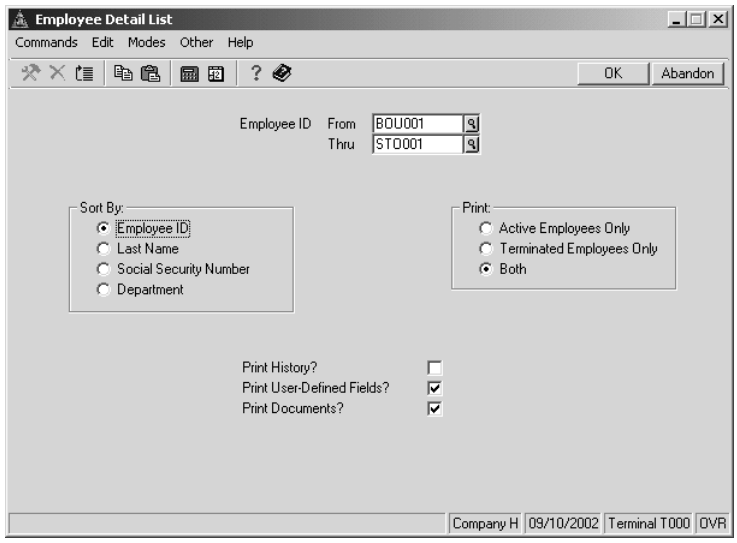
Printing a Master File List

The functions on the **Master File Lists** menu let you print lists of the information you entered using the **File Maintenance** menu. These lists do not contain any calculations, formulas, or transaction amounts, but rather list only the basic file information used in the Payroll system. If any of the information on a master file list is incorrect, use the appropriate function on the **File Maintenance** menu to correct it, then reprint the master file list.

You produce all master file lists in the same way. Use the instructions below to print a master file list, modifying the procedure as necessary for the list you are printing. For example, if the screen for the list you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print a master list:

1. Select the list you want to print from the **Master File Lists** menu. The selection screen for that list appears. The Employee Detail List screen is shown below as an example.



Inquiry

2. Select the range of information to include in the list in the **From** and **Thru** fields. The **Inquiry** (**F2**) command is usually available for these fields to let you select beginning and end range values from the list that appears.

   Leave these fields blank to include all values in the list.

3. If the screen contains options that control how information is sorted, select the option you want to use to sort the information. You can select only one sort option.

4. If the screen contains options that control what prints on the list, select the option corresponding to the type of information you want to print. You can select only one print option.

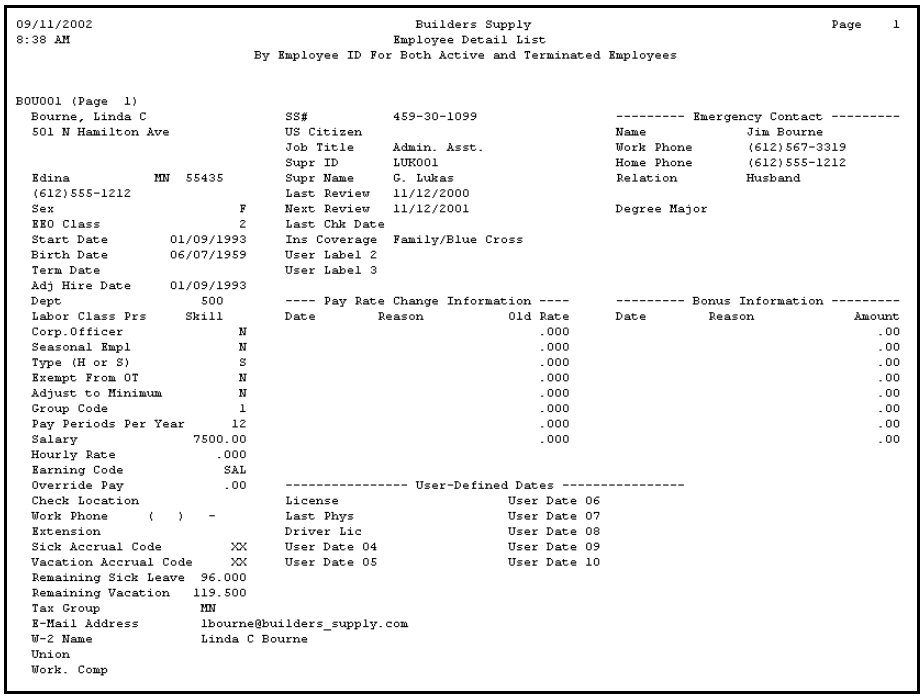
5. If the screen contains check boxes or Yes/No fields that control how additional information prints on the list, select the check box (or enter **Y** in text mode) to use that option when printing the list. Clear the check box (or enter **N** in text mode) if you do not want to use that option.

6. Select the output device to begin printing the list. See “Output the Report” on page 1-74 for more information. After you produce the list, the **Master File Lists** menu appears.

Employee Detail List

The Employee Detail List shows the information that is on file for each employee, from basic personal data to quarter-to-date and year-to-date earnings and deductions. The information in the list comes from the **PAEGxxx** (Employee General Information), **PADExxx** (Employee Deductions), and **PAESxxx** (Employee Federal/State/Local Withholdings) files. If you print history, these additional files are used: **PAEDxxx** (Employee Deduction History), **PAEExxx** (Employee Earnings History), **PAEMxxx** (Employee Miscellaneous History), and **PAEWxxx** (Employee Withholding History).

Employee Detail List



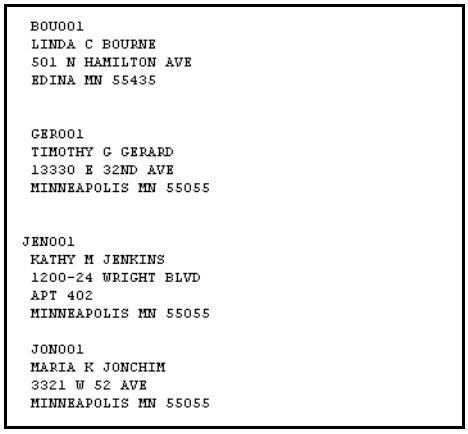
```
09/11/2002                                  Builders Supply                                  Page    1
8:38 AM                                   Employee Detail List
                          By Employee ID For Both Active and Terminated Employees


B0U001 (Page  1)
  Bourne, Linda C                 SS#           459-30-1099                 --------- Emergency Contact ---------
  501 N Hamilton Ave              US Citizen                                Name             Jim Bourne
                                  Job Title     Admin. Asst.                Work Phone       (612)567-3319
                                  Supr ID       LUK001                      Home Phone       (612)555-1212
  Edina           MN  55435       Supr Name     G. Lukas                    Relation         Husband
  (612)555-1212                   Last Review   11/12/2000
  Sex                          F  Next Review   11/12/2001                  Degree Major
  EEO Class                    2  Last Chk Date
  Start Date         01/09/1993   Ins Coverage  Family/Blue Cross
  Birth Date         06/07/1959   User Label 2
  Term Date                       User Label 3
  Adj Hire Date      01/09/1993
  Dept                      500   ---- Pay Rate Change Information ----      --------- Bonus Information ---------
  Labor Class Prs     Skill       Date        Reason           Old Rate      Date        Reason              Amount
  Corp.Officer                 N                                    .000                                      .00
  Seasonal Empl                N                                    .000                                      .00
  Type (H or S)                S                                    .000                                      .00
  Exempt From OT               N                                    .000                                      .00
  Adjust to Minimum            N                                    .000                                      .00
  Group Code                   1                                    .000                                      .00
  Pay Periods Per Year        12                                    .000                                      .00
  Salary                7500.00                                     .000                                      .00
  Hourly Rate              .000
  Earning Code              SAL
  Override Pay              .00   ---------------- User-Defined Dates ----------------
  Check Location                  License                     User Date 06
  Work Phone      (   )   -       Last Phys                   User Date 07
  Extension                       Driver Lic                  User Date 08
  Sick Accrual Code            XX User Date 04                User Date 09
  Vacation Accrual Code        XX User Date 05                User Date 10
  Remaining Sick Leave   96.000
  Remaining Vacation    119.500
  Tax Group                   MN
  E-Mail Address              lbourne@builders_supply.com
  W-2 Name                    Linda C Bourne
  Union
  Work. Comp
```

Employee Labels

Use the **Employee Labels** function to print mailing labels for checks, notices, newsletters, and so on, or to print the names and addresses of employees in a reference list. Information printed on labels comes from the **PAEGxxx** (Employee General Information) file.

Employee Labels



Employee Direct Deposit Information

Use the **Employee Direct Deposit Information** function to produce a list of the direct deposit transaction records. You can use the list to verify that you have entered information correctly and to check prenotification status. This function is available only if Direct Deposit is installed.

Before the system creates the direct deposit file, the **In** column on the list must have a value of **Y** and the **Out** column must have a value of **N**. You can change this status using the **Create Prenotification File** or **Direct Deposit** functions.

Employee Direct Deposit Information

```
09/18/2002                      Builders Supply                      Page    1
2:28 PM                Employee Direct Deposit Information

Empl ID   Employee Name
Acct Type Out In    Acct Number         Routing Code       Amount  $ or %
-------------------------------------------------------------------------------
BOU001    Bourne, Linda
Checking  N    Y    234989834982934     000133333          150.25    $
Savings   N    Y    983997577485875     000133333          200.00    $
Paycheck                                                  99999.99    $
                                                         100350.24    $

GER001    Gerard, Timothy
Checking  N    Y    54353355345335333   000000013           10.00    %
Savings   N    Y    53453353453535353   000000013           10.00    %
Savings   N    Y    54353434535345333   000000013           10.00    %
Savings   N    Y    53453353535343353   055000165           10.00    %
Checking  N    Y    53535345353533334   055000165           10.00    %
Checking  N    Y    54353535353345333   055000165           50.00    %
                                                           100.00    %

JON001    Jonchim, Maria
Savings   N    Y    0213561321          055002341          200.00    $
                                                           200.00    $

LUK001    Lukas, George
Savings   N    Y    569885623           000000026           75.00    %
Checking  N    Y    232134641           000000026           25.00    %
                                                           100.00    %

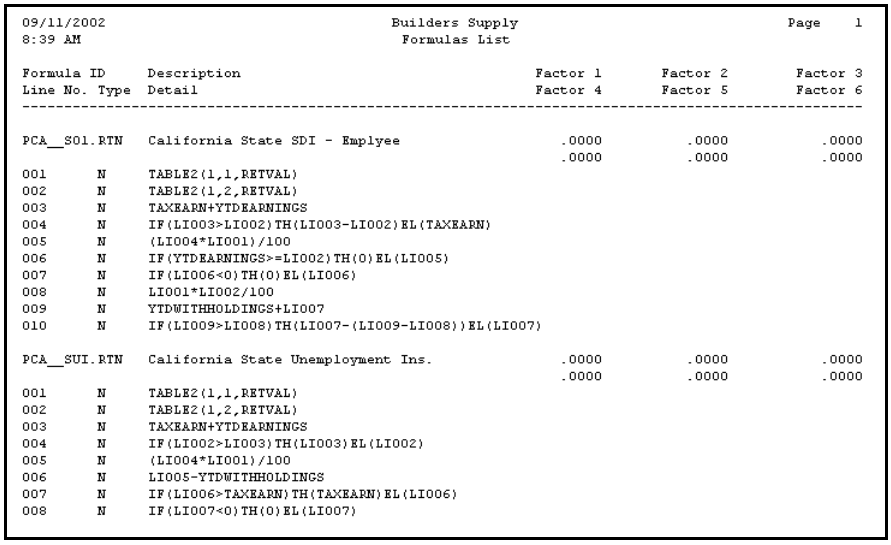
ST0001    Stockard, Albert
Savings   N    Y    456789574           000000039          500.00    $
                                                           500.00    $


*** End of Report ***
```

Formulas List

Use the **Formulas List** function to review the deduction and withholding formulas set up through the **Formula Maintenance** function and stored in the **PAFMHDR** and **PAFMLIN** files.

Formulas List



```
09/11/2002                              Builders Supply                          Page    1
8:39 AM                                  Formulas List

Formula ID     Description                                  Factor 1       Factor 2        Factor 3
Line No. Type  Detail                                       Factor 4       Factor 5        Factor 6
-------------------------------------------------------------------------------------------------

PCA__S01.RTN   California State SDI - Employee                .0000          .0000           .0000
                                                             .0000          .0000           .0000
001      N     TABLE2(1,1,RETVAL)
002      N     TABLE2(1,2,RETVAL)
003      N     TAXEARN+YTDEARNINGS
004      N     IF(LI003>LI002)TH(LI003-LI002)EL(TAXEARN)
005      N     (LI004*LI001)/100
006      N     IF(YTDEARNINGS>=LI002)TH(0)EL(LI005)
007      N     IF(LI006<0)TH(0)EL(LI006)
008      N     LI001*LI002/100
009      N     YTDWITHHOLDINGS+LI007
010      N     IF(LI009>LI008)TH(LI007-(LI009-LI008))EL(LI007)

PCA__SUI.RTN   California State Unemployment Ins.            .0000          .0000           .0000
                                                             .0000          .0000           .0000
001      N     TABLE2(1,1,RETVAL)
002      N     TABLE2(1,2,RETVAL)
003      N     TAXEARN+YTDEARNINGS
004      N     IF(LI002>LI003)TH(LI003)EL(LI002)
005      N     (LI004*LI001)/100
006      N     LI005-YTDWITHHOLDINGS
007      N     IF(LI006>TAXEARN)TH(TAXEARN)EL(LI006)
008      N     IF(LI007<0)TH(0)EL(LI007)
```

Department List

Use the **Department List** function to review the departments set up for your payroll application.

Department List

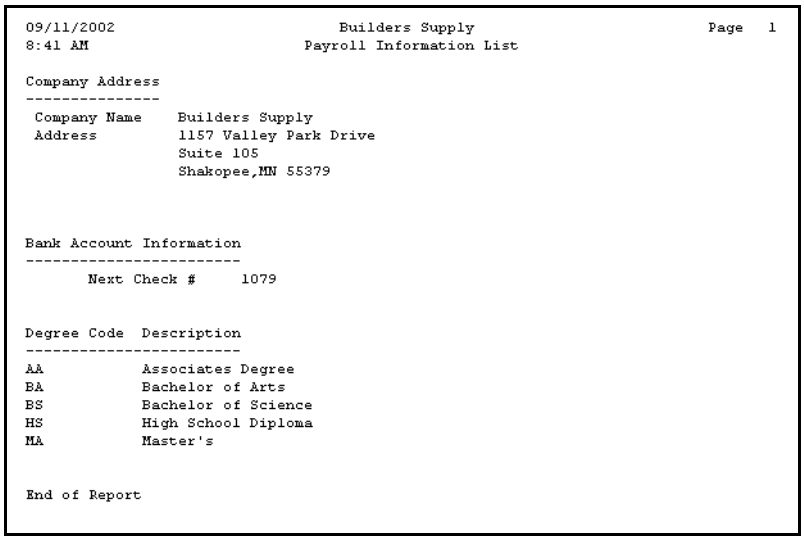
09/11/2002 Builders Supply Page 1
8:40 AM Department List

Dept. ID	Department Name	Type	Code		GL Account
100	WAREHOUSE	Earning	OVT		520000
		Earning	P01		520000
		Earning	P02		520000
		Earning	P03		520000
		Earning	P04		520000
		Earning	P05		520000
		Earning	REG		520000
		Earning	SAL		520000
		Earning	SIC		520000
		Earning	VAC		520000
		Withholding	FED	EME	520000
		Withholding	FED	EOA	520000
		Withholding	FED	FUT	520000
		Withholding	MN	SUI	520000
200	RETAIL SALES	Earning	OVT		510000
		Earning	P01		510000
		Earning	P02		510000
		Earning	P03		510000
		Earning	P04		510000
		Earning	P05		510000
		Earning	REG		510000
		Earning	SAL		510000
		Earning	SIC		510000
		Earning	VAC		510000
		Withholding	FED	EME	510000
		Withholding	FED	EOA	510000
		Withholding	FED	FUT	510000
		Withholding	MN	SUI	510000

Payroll Information List

Use the **Payroll Information List** function to review state unemployment report setup, company addresses, employer bank information, and degree descriptions set up through the **Payroll Information** function and stored in the **PAINxxx** (Payroll Information) file.

Payroll Information List



```
09/11/2002                          Builders Supply                          Page   1
8:41 AM                        Payroll Information List

Company Address
---------------
 Company Name    Builders Supply
 Address         1157 Valley Park Drive
                 Suite 105
                 Shakopee,MN 55379


Bank Account Information
------------------------
       Next Check #     1079

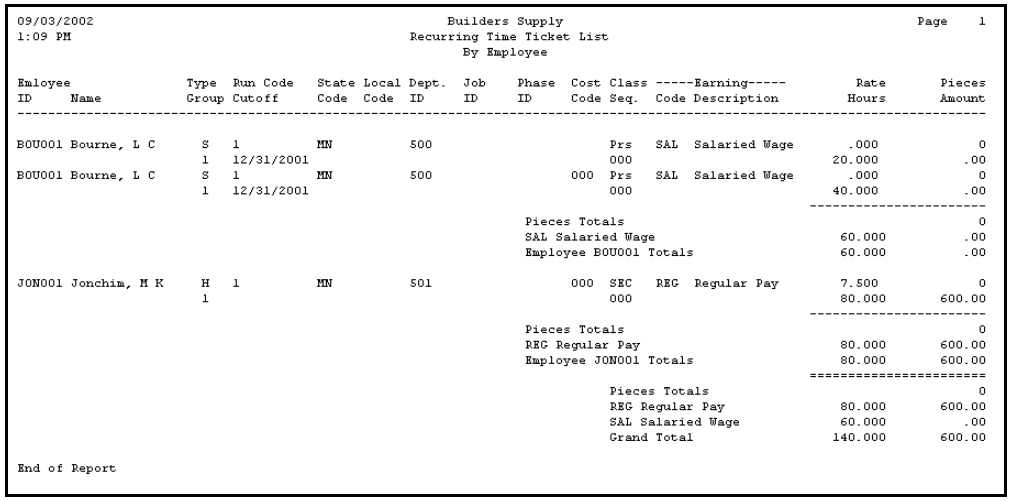

Degree Code  Description
-------------------------
AA           Associates Degree
BA           Bachelor of Arts
BS           Bachelor of Science
HS           High School Diploma
MA           Master's


End of Report
```

Recurring Time Ticket List

Use the **Recurring Time Ticket List** function to produce a list of the entries you entered using the **Recurring Entries** function.

Recurring Time Ticket List



09/03/2002 Builders Supply Page 1
1:09 PM Recurring Time Ticket List
By Employee

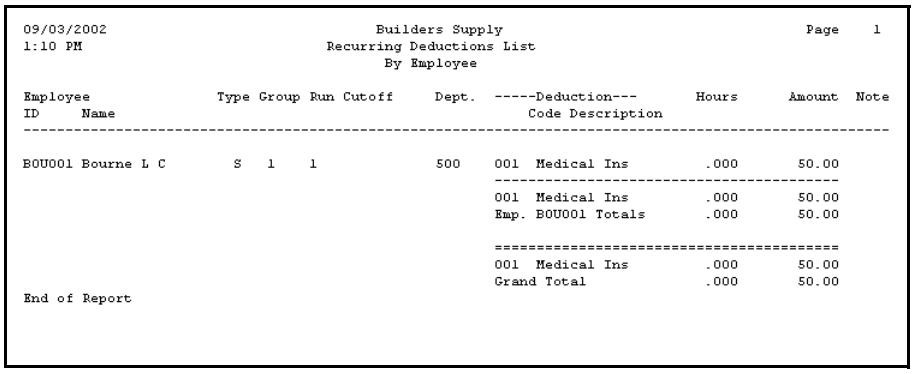
Emloyee ID	Name	Type Group	Run Code Cutoff	State Code	Local Code	Dept. ID	Job ID	Phase ID	Cost Code	Class Seq.	-----Earning----- Code	Description	Rate Hours	Pieces Amount
BOU001	Bourne, L C	S	1	MN		500				Prs	SAL	Salaried Wage	.000	0
		1	12/31/2001							000			20.000	.00
BOU001	Bourne, L C	S	1	MN		500			000	Prs	SAL	Salaried Wage	.000	0
		1	12/31/2001							000			40.000	.00
								Pieces Totals						0
								SAL Salaried Wage					60.000	.00
								Employee BOU001 Totals					60.000	.00
JON001	Jonchim, M K	H	1	MN		501			000	SEC	REG	Regular Pay	7.500	0
		1								000			80.000	600.00
								Pieces Totals						0
								REG Regular Pay					80.000	600.00
								Employee JON001 Totals					80.000	600.00
										Pieces Totals				0
										REG Regular Pay			80.000	600.00
										SAL Salaried Wage			60.000	.00
										Grand Total			140.000	600.00

End of Report

Recurring Deductions List

Use the **Recurring Deductions List** function to produce a list of deductions used in the **Recurring Entries** function and the withholdings and amounts for the deductions.

Recurring Deductions List



09/03/2002 Builders Supply Page 1
1:10 PM Recurring Deductions List
By Employee

Employee ID	Name	Type	Group	Run	Cutoff	Dept.	Deduction Code	Description	Hours	Amount	Note
B0U001	Bourne L C	S	1	1		500	001	Medical Ins	.000	50.00	
							001	Medical Ins	.000	50.00	
							Emp. B0U001 Totals		.000	50.00	
							001	Medical Ins	.000	50.00	
							Grand Total		.000	50.00	

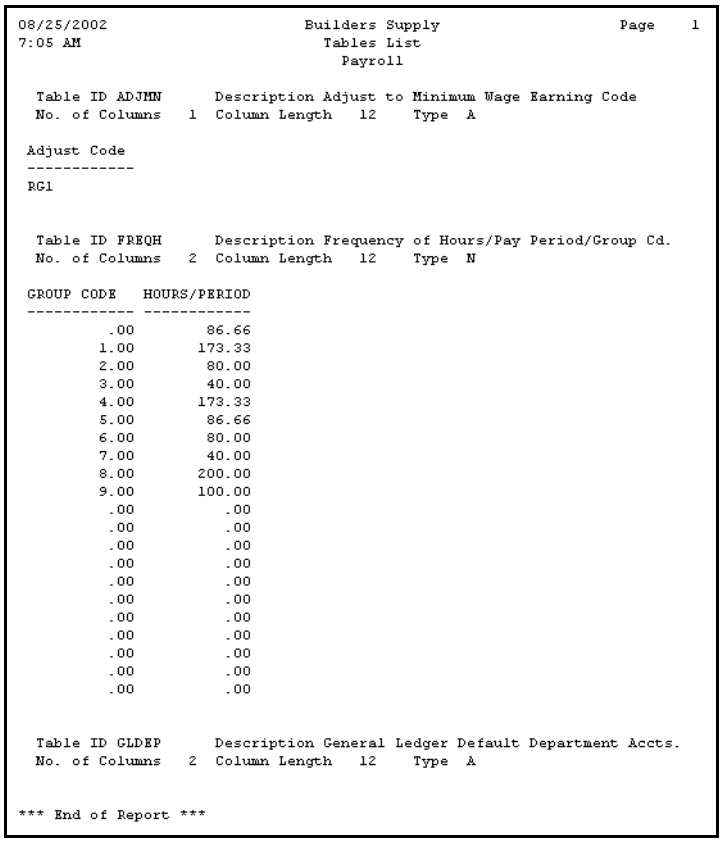
End of Report

Tables List

The **Tables List** function shows the number of columns, column length and type, and data for any or all Payroll tables.

Use the **Tables List** function to review information entered into the Payroll tables using the **Tables** function and stored in the **PATBxxx** file.

Tables List



```
08/25/2002                      Builders Supply                      Page    1
7:05 AM                           Tables List
                                    Payroll

  Table ID ADJMN      Description Adjust to Minimum Wage Earning Code
  No. of Columns   1  Column Length   12    Type  A

 Adjust Code
 ------------
 RG1


  Table ID FREQH      Description Frequency of Hours/Pay Period/Group Cd.
  No. of Columns   2  Column Length   12    Type  N

 GROUP CODE   HOURS/PERIOD
 ------------ ------------
          .00        86.66
         1.00       173.33
         2.00        80.00
         3.00        40.00
         4.00       173.33
         5.00        86.66
         6.00        80.00
         7.00        40.00
         8.00       200.00
         9.00       100.00
          .00          .00
          .00          .00
          .00          .00
          .00          .00
          .00          .00
          .00          .00
          .00          .00
          .00          .00
          .00          .00
          .00          .00
          .00          .00


  Table ID GLDEP      Description General Ledger Default Department Accts.
  No. of Columns   2  Column Length   12    Type  A


*** End of Report ***
```

Master Codes List 13

Printing a Master Code List	13-3
Labor Classes List	13-5
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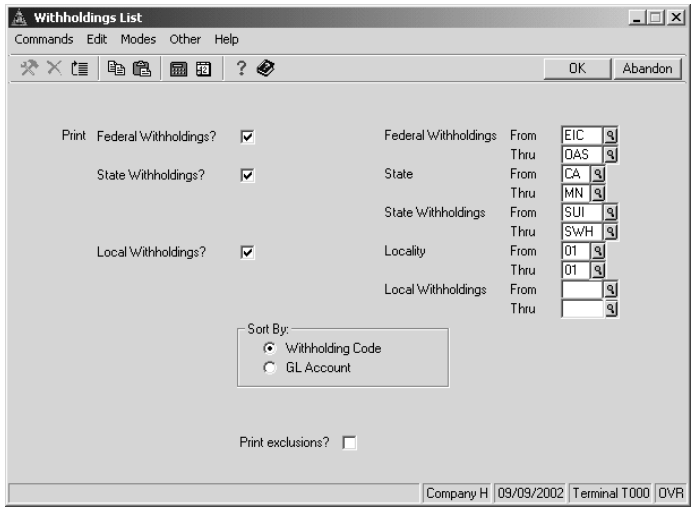
Printing a Master Code List

The functions on the **Master Codes List** menu let you print lists of the codes you entered using the **Codes Maintenance** menu. These lists do not contain any calculations, formulas, or transaction amounts, but rather list only the codes the system uses to make the necessary calculations for employee payroll and federal, state, and local taxes. If any of the information on a master code list is incorrect, use the appropriate function on the **Codes Maintenance** menu to correct it, then reprint the master code list.

You produce all master code lists in the same way. Use the instructions below to print a master code list, modifying the procedure as necessary for the list you are printing. For example, if the screen for the list you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print a master list:

1. Select the list you want to print from the **Master Codes List** menu. The selection screen for that list appears. The Withholdings List screen is shown below as an example.



2. If the screen contains options that control what information appears in the list, select the check box (or enter **Y** in text mode) to include the information or clear the check box (or enter **N** in text mode) to exclude that information.

Inquiry

3. Select the range of information to include in the list in the **From** and **Thru** fields. The **Inquiry** (**F2**) command is usually available for these fields to let you select beginning and end range values from the list that appears.

   Leave these fields blank to include all values in the list.

4. If the screen contains options that control how information is sorted, select the option you want to use to sort the information. You can select only one sort option.

5. If the screen contains options that control what groups of information appear in the list (employee deductions versus employer deductions, for example), select the group you want to print. You can select only one print option.

6. Select the output device to begin printing the list. See “Output the Report” on page 1-74 for more information. After you produce the list, the **Master Codes List** menu appears.

Labor Classes List

Use the **Labor Classes List** function to view the labor classes and descriptions stored in the **PALCxxx** (Labor Class) file. You set up labor classes using the **Labor Classes** function on the **Codes Maintenance** menu. Use the list as a reference or to check your entries.

Labor Classes List

```
09/09/2002                          Builders Supply                          Page    1
12:07 PM                            Labor Class List

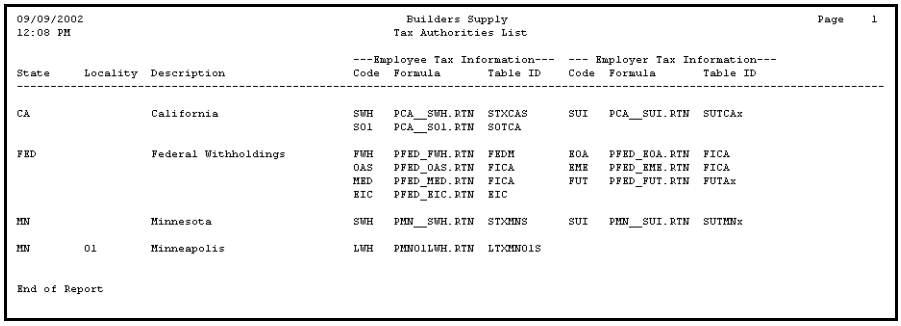

Labor Class   Description
-------------------------------------------------------------------------------------------
MGR           Management
Prs           President
SEC           Secretary
SHP           Shipping
VP            Vice President

End of Report
```

Tax Authorities List

Use the **Tax Authorities List** function to view the federal, state and local codes and descriptions stored in the **PACO** (Codes) file. You set up federal, state, and local codes using the **Tax Authority Setup** function on the **Codes Maintenance** menu. Use the list as a reference or to check your entries.

Tax Authorities List



09/09/2002 Builders Supply Page 1
12:08 PM Tax Authorities List

State	Locality	Description	Employee Tax Information Code	Formula	Table ID	Employer Tax Information Code	Formula	Table ID
CA		California	SWH	PCA__SWH.RTN	STXCAS	SUI	PCA__SUI.RTN	SUTCAx
			SO1	PCA__SO1.RTN	SOTCA			
FED		Federal Withholdings	FWH	PFED_FWH.RTN	FEDM	EOA	PFED_EOA.RTN	FICA
			OAS	PFED_OAS.RTN	FICA	EME	PFED_EME.RTN	FICA
			MED	PFED_MED.RTN	FICA	FUT	PFED_FUT.RTN	FUTAx
			EIC	PFED_EIC.RTN	EIC			
MN		Minnesota	SWH	PMN__SWH.RTN	STXMNS	SUI	PMN__SUI.RTN	SUTMNx
MN	01	Minneapolis	LWH	PMN01LWH.RTN	LTXMN01S			

End of Report

Earning Codes List

Use the **Earning Codes List** function to view the earning codes and descriptions stored in the **PAECxxx** (Earning Codes) file. You set up earning codes using the **Earning Codes** function on the **Codes Maintenance** menu. Use the list as a reference or to check your entries.

Earning Codes List

09/09/2002 Builders Supply Page 1
12:08 PM Earning Codes List
By Earning Code

Earn. Code	Description	Include in Net?	Fixed WH	Earn. Type	Add or Replace Salary	GL Account	Multiplier	Add to Base
DBL	Double Time	YES	NO	O	Add	202000	2.0000	.00
OVT	Overtime Pay	YES	NO	O	Add	202000	1.5000	.00
P01	Bonus	YES	YES	M	Add	202000	1.0000	.00
P02	Travel Exp	YES	NO	M	Add	202000	1.0000	.00
P03	Cash Value	NO	NO	F	Add	202000	1.0000	.00
P04	Commissions	YES	NO	M	Add	202000	1.0000	.00
P05	Rpt Tips	NO	NO	T	Add	202000	1.0000	.00
REG	Regular Pay	YES	NO	R	Replace	202000	1.0000	.00
SAL	Salaried Wage	YES	NO	R	Replace	202000	1.0000	.00
SIC	Sick Pay	YES	NO	S	Add	202000	1.0000	.00
VAC	Vacation Pay	YES	NO	V	Add	202000	1.0000	.00

End of Report

Deductions List

Use the **Deductions List** function to view the deduction codes and descriptions stored in the **PADExxx** (Employee Deductions) file. You set up deductions using the **Deductions** function on the **Codes Maintenance** menu. Use the list as a reference or to check your entries.

Deductions List

09/09/2002 Builders Supply Page 1
12:09 PM Deductions List
By Deduction Number
All Deductions

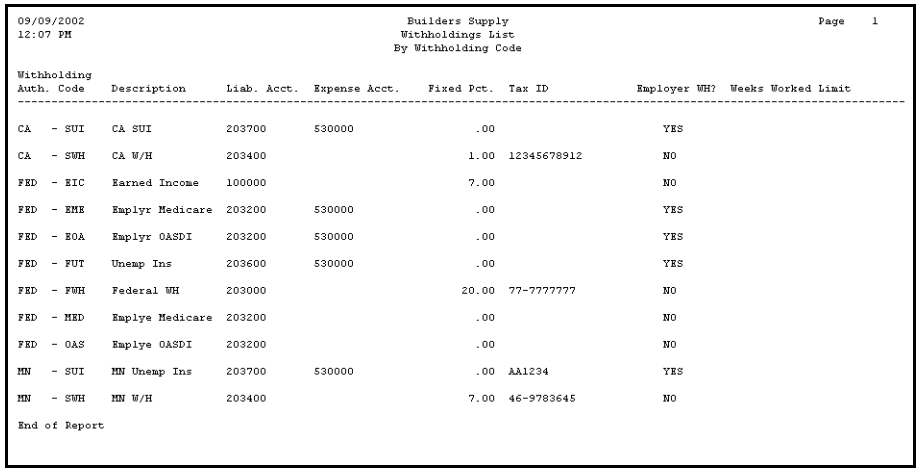
Number	Description	Liab. Acct.	Expense Acct.	Deferred Comp.?	Employer Paid?	Calculate On?
1	Medical Ins	535000		NO	NO	Gross Pay
2	Dental Ins	535000		NO	NO	Gross Pay
3	United Way	204000		NO	NO	Gross Pay
4	Credit Union	999900		NO	NO	Gross Pay
5	Dues	999900		NO	NO	Gross Pay
6	401K	205000		YES	NO	Gross Pay
7	IRA Plan	200000		NO	NO	Gross Pay
8	Parking	801000		NO	NO	Gross Pay
9	Cash Advance	101000		NO	NO	Gross Pay
10	Stock Plan	205000		NO	NO	Gross Pay
11	Uniform	801000		NO	NO	Gross Pay

End of Report

Withholdings List

Use the **Withholdings List** function to list the withholding codes and descriptions stored in the **PAWIxxx** (Withholdings) file. You set up withholdings using the **Withholdings** function on the **Codes Maintenance** menu. Use the list as a reference or to check your entries.

Withholdings List



09/09/2002 Builders Supply Page 1
12:07 PM Withholdings List
By Withholding Code

Withholding Auth. Code	Description	Liab. Acct.	Expense Acct.	Fixed Pct.	Tax ID	Employer WH?	Weeks Worked Limit
CA - SUI	CA SUI	203700	530000	.00		YES	
CA - SWH	CA W/H	203400		1.00	12345678912	NO	
FED - EIC	Earned Income	100000		7.00		NO	
FED - EME	Emplyr Medicare	203200	530000	.00		YES	
FED - EOA	Emplyr OASDI	203200	530000	.00		YES	
FED - FUT	Unemp Ins	203600	530000	.00		YES	
FED - FWH	Federal WH	203000		20.00	77-7777777	NO	
FED - MED	Emplye Medicare	203200		.00		NO	
FED - OAS	Emplye OASDI	203200		.00		NO	
MN - SUI	MN Unemp Ins	203700	530000	.00	AA1234	YES	
MN - SWH	MN W/H	203400		7.00	46-9783645	NO	

End of Report

System Messages A

Messages on the screen or in a report indicate an error or tell you how to enter data or what is happening in the function you are using. Self-explanatory messages are not listed.

A bank account is required.

You must enter a bank account ID if Payroll interfaces with Bank Reconciliation.

Access to File Maintenance denied.

Your access code is not set up to use the **Maintenance** (**F6**) command in this field. You must be set up to access the **File Maintenance** function associated with this field.

Bank account ID xxxxxx not found.

The bank account ID you entered (if Payroll interfaces with Bank Reconciliation) is not on file. Enter a different ID, or use the **Inquiry** (**F2**) command to look up and select the ID from the list that appears.

Basic Error = *nn* LINE = *nnn* Program = *xxxxx*

A serious error has occurred. Write down the information that appears and get help from a support technician.

Cannot define file.

The Payroll system cannot create the work file it needs for magnetic media production. Make sure that enough disk space is available and that the directory you specified exists. If the problem persists, get help from a support technician.

Cannot delete during inquiry.

The functions on the **Employee Inquiry** menu are read-only. To delete employee records, you must have access to the appropriate **File Maintenance** functions.

Cannot delete employee with history.

Before you can delete an employee record that has quarter-to-date and/or year-to-date balances in reported earnings or tax withholdings, you must change the balances to zero through the **Employees** function (page 10-3). Print W-2s for the employee before you delete the record.

Records of terminated employees are deleted automatically during year-end processing.

Cannot find last-year files for this company. You must run the year-end maintenance function.

There are no last-year data files for the company. Press **Enter** to return to the main menu. Then do periodic maintenance (page 9-49).

Cannot find *(table name)* table.
Cannot find *(table name)* tax table.

The system cannot find the table shown in this message. Use the **Tables** (page 10-73) or the **Tax Tables** (page 10-89) function to set up the tables.

Check has already been voided from Bank Reconciliation. Cannot void.

If you have not posted, you can remove the voided check from Bank Reconciliation.

Check history is not implemented.

You cannot print the Check History Register or use the **Void Checks** function because you did not elect to save check history in the Resource Manager **Options and Interfaces** function; the file contains no history. Use the **Options and Interfaces** function to elect to save check history.

Check was not found in BRTRx file. Cannot void.

If Payroll interfaces with Bank Reconciliation, the check you want to void must be in the **BRTRx** (Transactions) file before it can be voided.

Checks file is empty.

You cannot print payday reports if the **PACHxxx** (Checks) file is empty. Return to the **Payday Work** menu and select the **Calculate Checks** function.

Code is not set up in PACO file.

Federal, state, and local tax codes must be set up in **Tax Authority Setup** function (page 11-5).

Cost code has a type other than labor.

You must enter a cost code with a type of **labor** for the job and phase if Payroll interfaces with Job Cost.

Diskette contains file(s), directory, or label.

The diskette you want to use for W-2 magnetic media has some files on it or contains a disk label. Use a blank, formatted disk that does not have a label. See page 9-29 for instructions and information about accepted formats.

Division ID not allowed.

You must enter a department ID, not a division ID, for the employee.

Drive not available.

The disk drive ID you entered is not available on your system. Press **Enter** and enter a different drive ID. If this message appears when you enter the correct drive ID, get help from a support technician.

Employee *(ID)* not found.

Before you can enter history for an employee, you must use the **Employees** function (page 10-3) to set up a record for the employee.

FICA table not found in PATX table.

You must build this table in the **Tax Tables** function (page 10-89).

(file name) for version 4.x could not be found. Unable to continue with conversion. (file name) source file not found. Unable to continue with conversion.

Check the directory you are working in and copy the necessary file into the new directory. See chapter 2 for more information about conversion.

FWH record missing from PAWIx file. Cannot assign employer tax ID.

These codes must be entered in the **Withholdings** function (page 11-23).

GL account xxxxxxxxxxxx is not on file.

If Payroll interfaces with General Ledger, you must enter the correct account number or add the account to General Ledger.

GLDEPx table was not found in *xxxxxx.*

You have posted new entries to the **PADPxxx** (Department) file, but no general ledger account has been specified with the department. If the new entries do not exist in the department, entries are posted to a default general ledger account. If you do not want entries posted to the default account, you must select a different account.

Invalid period conversion table.

The **CNVTxxx** table for the company is invalid (for example, because you are on a quarterly system and you have not updated the table with corresponding data for the next quarter). Use the Resource Manager **Period Setup** function to make corrections.

Invalid quarter in PACTLx table.

The current quarter you entered in the **PACTLxxx** table is invalid. Use the **Tables** function (page 10-73) to correct the table. Valid quarters are **1**, **2**, **3** or **4**.

Job has phases.

If you try to add a payroll transaction for an employee and use the **Inquiry** (**F2**) command to select a job, you must enter the phase associated with that job.

Last-year data files not found for company X.

The last-year data files have been erased manually or by closing them.

Must build *(table name)* table first.

You must build the table shown in this message before you can use this function.

No check on file for employee xxxxxx.

You must calculate checks before printing. Use the **Calculate Checks** (page 6-3) or the **Manual Checks** (page 6-9) function.

You might also see this message if you try to edit an accrual for an employee who does not have a check on file. You must use the **Calculate Checks** or the **Manual Checks** functions.

No tax information located for this employee.

You must enter this information on the **Employees Tax Information** screen (page 10-15).

NOTE: Check history is not implemented for this company. The record of federal tax liability might be incorrect.

The **PAHCxxx** (Check History) file may not be present; it is required to provide complete information in 941 reports.

Option for Transaction History is not in use. Transactions will not be re-created in Transaction file.

You did not elect to save payroll transaction history in the Resource Manager **Options and Interfaces** function.

Quarter-end processing not valid in quarter 4. Use year-end processing instead.

You cannot use the **Quarter-End Maintenance** function if the current quarter in the **PACTLxxx** table is **4**.

Record is in use.

Someone else is using the record you are trying to access. Press **Enter** to try again.

SUI record for state xx not found.

The SUI record in the **PAINxxx** (Payroll Information) file is not on file for the selected state. Build the table through the **Payroll Information** function (page 10-57) or restore it from a backup, and try again.

The federal tax authority was not found in the PACO file.

You must enter this information in the **Tax Authority Setup** function (page 11-5).

This function is not allowed with last-year data files.
Switch to current-year files first.

If you are trying to use a function that cannot be used with last-year data files, switch to the current-year files.

Transaction history is not implemented.

You cannot print the Transaction History Report if you did not elect to save history in the Resource Manager **Options and Interfaces** function. Use the **Options and Interfaces** function to elect to save transaction history.

Unable to create sort file.

You may not have permission set up on your network.

Unable to find original transactions in transaction history. Transactions will not be re-created in Transaction file.

If the original transactions are not found in the **PATHxxx** (Transaction History) file on a calculated check, transactions will not be re-created.

User-defined field record 'USRDD' not found in PATB file.
User-defined field record 'USRDF' not found in PATB file.

These user-defined files must be set up in the **Tables** function (page 10-73).

Warning: GLDEPx table was not found in PATB. New department entries needing GL accounts will not have GL accounts.

You must build this table in the **Tables** function. (See page 10-73 for information about the **GLDEPxxx** table.)

W2CODE was not found in PATB.

You must set up this table in the **Tables** function (page 10-73) before you print W-2s.

Year-end processing not valid in quarters 1 - 3.

You can use the **Year-End Maintenance** function only if the current quarter in the **PACTLxxx** table is **4**.

You must set up codes for federal withholdings first.

You must set up federal withholdings codes in the **Tax Authority Setup** function (page 11-5).

You must set up TCALCx table before using time card calculator.

You must set up this table in the **Tables** function.

Common Questions B

These commonly asked questions about the Payroll system are divided into the following categories: Installation and Setup, Daily Work, Payday Work, Periodic Processing, and Direct Deposit.

Installation and Setup

How do I set up worker's compensation codes?

Follow these steps to set up worker's compensation codes:

1. In the **Tax Authority Setup** function (see page 11-5), enter **State** as the tax authority.
2. Enter the state code.
3. Press the **Tab** key to move to the Employer Contribution Codes screen.
4. Press **A** to append the code you will use (for example, **WKC**).
5. Enter the formula name you will use (for example, **PMN_ _WKC.RTN**). The formula name must follow this format and have the extension **.RTN**.
6. Enter the table ID, if necessary (for example, **WKCMN**).
7. Use the **Exit** (**F7**) command to return to the **File Maintenance** menu.
8. In the **Withholdings** function, select the state tax authority and the tax code you entered for worker's compensation. (See page 11-23 for information on how to proceed with setting up the withholding.) When you have finished setting up the withholding, exit to the **File Maintenance** menu.

9. In the **Formula Maintenance** function, use the formula ID name you used in the **Tax Authority Setup** function. (See page 10-91 for information on how to proceed with setting up the formula.)

There are many ways to calculate worker's compensation. Depending on your state, the formula could be based on labor class or sex. Contact your state tax authorities for more information.

How do I use multistate or multilocal taxes?

Use the Tax Information screen in the **Employees** function (see page 10-3) to add states and localities for which the employee may need withholdings. When you enter or edit transactions in the **Payroll Transactions** function (see on page 5-3), specify the states and localities for the employee's withholding. If you use the **Manual Checks** function (see page 6-9) to calculate checks, specify the states and localities on the first and third manual checks screens.

Why are my departments and my employee history blank?

You have not posted to departments or employee history. You can set up entries for employees and departments, but the system automatically adds entries in the **Post Transactions** and **Post Checks** functions.

How can I set up a 401(k) match?

In the **Deductions** function, enter the employer deduction code. Then use the Employees Salary Information screen (see page 10-3) to add the deduction code. (For information on deductions, see page 11-17.)

How can I exclude earning codes from deductions?

In the **Deductions** function, select the appropriate deduction number and then select the earning code(s) you want to exclude.

I have an employee (for example, a minister) whom I need to exclude from withholdings. How do I handle that?

In the **Employees** function (see page 10-3), select the employee you want to exclude from withholdings. On the Tax Information screen, use the Withholding Setup command and select the withholdings you want to exclude.

Daily Work

Can I enter time tickets for a salaried employee?

Yes, in the **Payroll Transactions** function (see on page 5-3). You cannot enter a time ticket that will exceed a salaried employee's wage. The system warns you if a posted or unposted amount exceeds the employee's wage.

Can I enter one day in the time card calculator and have that day repeat for the rest of the week?

Yes. In the Payroll Transactions Time Card Entry screen (see on page 5-3), you can enter an employee's time in and time out five times.

Can I pay an employee a vacation and a bonus check in the same pay period?

Yes. If you need separate checks, you can change the sequence number in time ticket entry or enter separate manual checks. The system accounts for multiple checks in the **PACHxxx** (Checks) file when calculating withholdings and declining balance deductions.

Payday Work

How can I void a check?

You can void only checks that have been posted. If the check has already been posted, use the **Void Checks** function (see page 6-37).

To void a manual check that you have not posted, you must delete the check through the **Manual Checks** function (see page 6-9).

To void a calculated check, you must post checks (see page 6-57). Then use the **Void Checks** function to void it, or enter negative time tickets in the **Calculate Checks** function (see page 6-3) and recalculate checks.

You cannot delete a calculated check because those earnings have already been posted to the departments.

Can I void a check from a previous version of Payroll?

No, because this version of Payroll contains additional information that previous versions of Payroll did not have.

What happens if I delete or void a separate bonus check for an employee? Is the other check recalculated?

The other check is not recalculated, but you can use the **Calculate Checks** function (see page 6-3) or the **Manual Checks** function (see page 6-9) to recalculate the deductions and withholdings on the check.

Periodic Processing

How do I print periodic quarterly reports for previous quarters?

On the report function screen, enter the quarter number for which you want to produce the report.

Why aren't federal withholdings printing on my W-2s?

If you have multistate employees or if you have additional deferred compensation or local withholdings that will not fit on one W-2 form, a second W-2 form might be printed. Federal guidelines specify that the federal earnings information be printed on only one W-2 form.

Direct Deposit

It looks as if the system has not calculated a direct deposit voucher for one employee. Why not?

The system calculates direct deposit vouchers only for employees whose **Prenote In** status is **Y** (or checked). The **Prenote In** field shows whether the bank has approved the prenotification file for this employee. You can check the status by producing the Employee Direct Deposit Information List. You can change this information in the File Maintenance **Direct Deposit** function. If you make changes through the **Direct Deposit** function, you must send the prenotification file to the bank for approval.

Can I void a voucher?

No, and you cannot void a check that was created along with the voucher. You must enter a negative manual check.

What is the direct deposit file called?

The default name for the direct deposit file is **DDEPOSIT.XXX** (**XXX** is the company ID). You can change the file name when you use the **Create Direct Deposit File** function. The system appends your company ID to the name you enter. Contact your bank to see whether it requires a special file name.

Can I use Direct Deposit for manual checks?

Yes. See on page 4-7 for instructions on using the **Manual Checks** function.

Can I split an employee's check by percentage and amount?

You must select either the amount or the percentage you want to deposit in the account.

How do I get my direct deposit file to the bank?

Contact your bank to find out whether to transfer the file by modem or on a diskette. If the bank wants you to use a modem, you must use your communication software to transmit the file.

What standard is used to create the prenotification and direct deposit files I send to the bank?

The files are created using NACHA (National Automated Clearing House Association) standards.

About Formulas C

The Payroll system uses formulas to calculate deductions and withholdings based on earnings and/or tables. You can use variables for numbers such as year-to-date amounts, gross earnings, and so on, which you can manipulate using operations and functions, much like a spreadsheet program. You can also look up tax rates and other variable factors in tax tables.

A summary of valid variables, operations, and functions is below. If you are new to formulas or if you need to review them, you will find several examples at the end of this appendix.

The fields and commands available on the Formula Maintenance screen are described on page 10-92.

Summary of Variables, Operations and Functions

Below is a summary of the variables, operations, and functions you can use in setting up deductions and withholdings.

Variables

You can use positive or negative numbers (constants) in formulas. You can also use these variables in place of the numbers:

Variable	Description
ADJEARN	Adjusted earnings for net pay deductions.[1]
ADJHR	Adjusted hours (minus exclusions).
ADJMIN$	Adjust to minimum wage flag.

Variable	Description
ADJSUIEARN	Total SUI earnings before the **Self Adjust Month** changed.
ADJSUIWITH	Total SUI withholdings before the **Self Adjust Month** changed.
DEDEXCL	Total amount of deductions exclusions.
DEDUCTIONTOT	Total deductions for the current check.
EARNEXCL	Total amount of earnings excluded.
EICCODE$	EIC code for each employee (**N**, **E**, or **B**).
EMPFICAWH	Employee FICA Contribution (OASDI and Medicare).
EXEMPTIONS	Number of exemptions per employee; taken from the **PAESxxx** file.
EXTRAWH	Extra withholdings for the employee; taken from the **PAEGxxx** file.
FEDWITH	Total employee federal withholdings (including OASDI, Medicare, and EIC).
FIXEDEARN	Total fixed earnings for the employee; taken from the earning codes.
FIXEDPCT	Fixed percent for the withholding; taken from the **PAWIxxx** file.
FIXEDWH	Fixed withholding amount; from the **PAEGxxx** file.
FWHWITH	Employee federal withholdings (not including OASDI, Medicare, and EIC).
GRANDTOTEARN	Total gross earnings, not including earnings that are not included in net pay.
GRANDTOTGROSS	Total gross earnings, including all earnings.
HOURS	Total hours worked.

Variable	Description
LOCALWITH	Total employee local withholdings.
MINWAGE	Minimum wage.
PAYPERIODS	Total pay periods for the year; from the **PAEGxxx** file.
PERIODCODE	Current deduction run code for the group code the current employee is in.
REGHRS	Regular hours worked, excluding sick and vacation hours.
STATEWITH	Total employee state withholdings.
TAXEARN	Taxable earnings per tax authority (total earnings minus all exclusions).
TIPS	Tips accumulated for the employee.
TOTEARN	Total earnings.
UNCOLMED	Year-to-date uncollected Medicare.
UNCOLOASDI	Year-to-date uncollected OASDI.
YTDEARNINGS	Year-to-date earnings for the withholding.
YTDFICATIPS	Year-to-date FICA tips (used in employee OASDI to figure FICA tips).
YTDTIPS	Year-to-date tips deemed as wages (used in employer OASDI adjustments).
YTDWITHHOLDINGS	Year-to-date withholdings for the withholding.

1. For Gross, ADJERN is set to the same amont as GRANDTOTGROSS, minus any earning code exclusions that may exist for that deduction. For Net, ADJERN is set to GRANDTOTEARN. Then DEDUCTIONTOT, FEDWITH, STATEWITH, and LOCALWITH are subtracted to account for all withholdings up to that point. So if you have two net pay deductions, the first one is calculated and that amount is added to DEDUCTIONTOT. The second deduction will follow the same process, with DEDUCTIONTOT having the updated deduction total from the previous net pay deduction.

Formula Factors

Formula factors are variables used to change the base rate in a formula without changing the formula. Each formula can have six factors. Factors can be used in formula lines by entering **FCn,** where **n** is the number of the factor.

For example, you can set up a formula that multiplies taxable earnings by a percentage. The formula can be one line long: TAXEARN * FC1. If you set factor one to .05, the employee's taxable earnings will be multiplied by five percent. Later you can change the factor or override it in the employee record.

Formula factors can be overridden for deductions on the Employees Salary Information screen (see page 10-3) or for withholdings on the Employees Tax Information screen (see page 10-89).

Formula Lines

Each line of a formula sets the value of a variable **LInnn** (**nnn** is the line number). Lines are calculated in sequential order: line LI001 is calculated before LI002 and so on. You can use the results of previous lines with other variables in later formula lines. The result of the entire formula is the result of the last line you defined.

Operations

Formulas are calculated line by line. Calculations in a line proceed according to the standard order of mathematical operations: numbers are multiplied, then divided, then added, and finally subtracted. Below is a table of the valid operations and the order in which they are performed (1 = performed first, 5 = performed last).

Operator	Priority	Description
–	1	Negative Sign
^	2	Exponentiation
*	3	Multiplication

Operator	Priority	Description
/	3	Division
+	4	Addition
–	4	Subtraction
=	5	Equal to
<>	5	Not equal to
>	5	Greater than
<	5	Less than
>=	5	Greater than or Equal to
<=	5	Less than or Equal to

Calculations are performed in the order listed in the table above, from left to right. To change the calculation order, use parentheses to group parts of the formula together. Calculation is done from the innermost set of parentheses to the outermost set.

Functions

You can use two types of functions when constructing formulas: Tables Lookup and Conditionals. Both are explained below.

Tables Lookup

Use the **TABLE** and **TABLE2** functions to look up items in tax tables.

Use the **TABLE** function to look up information in a tax table that is arranged gradationally. The format for the command is **TABLE (x, y, RETVAL)**, where **x** is the line (or gradation) in the tax table and **y** is the column number. (**RETVAL** is a BB^x command and must be included in a **TABLE** function.) The tax table the **TABLE** function goes to is specified in the **Tax Authority Setup** function (see page 11-5).

For example, you set up withholding SWH for the state of Minnesota. The withholding has a formula assigned to it and refers to tax table **STXMNM**. In the formula, you use the command **TABLE (30000, 2, RETVAL)**. The system looks at the first column of the tax table until it finds a gradation greater than 30000. It then goes to the line *before* that one and returns the value found in the second column of that line.

You can also use variables in table lookups. You can, for example, use a variable calculated in a previous line to find the gradation in a tax table—for example, **TABLE (LI002, 2, RETVAL)**.

You can use only one table lookup for a formula line.

Use the **TABLE2** function to look up information in a tax table that is *not* arranged gradationally. The format for the command is **TABLE2 (x, y, RETVAL)**, where **x** is the row in the tax table and **y** is the column number. (**RETVAL** is a BB^{X} command and must be included in a **TABLE2** function.) The tax table the **TABLE2** function goes to is specified in the **Tax Authority Setup** function.

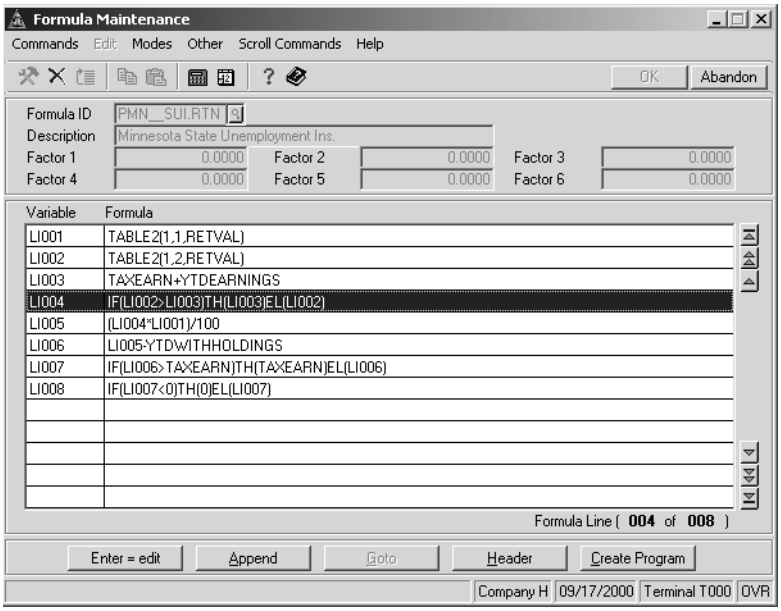
For example, you set up withholding SUI for the state of Minnesota. The withholding has a formula assigned to it and refers to tax table **SUTMN**. In the formula, you use the command **TABLE2 (1, 2, RETVAL)**. The system returns the value found in the first row and second column of the tax table.

You can also use variables in table lookups. You can, for example, use a variable calculated in a previous line to specify a location in a tax table—for example, **TABLE2 (1, LI002+2, RETVAL)**.

You can use only one table lookup for a formula line.

Conditionals

You can use the **IF(x)TH(y)EL(z)** function (If-Then-Else) to evaluate formulas conditionally


Formula Maintenance
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Formula ID PMN__SUI.RTN
Description Minnesota State Unemployment Ins.
Factor 1 0.0000 Factor 2 0.0000 Factor 3 0.0000
Factor 4 0.0000 Factor 5 0.0000 Factor 6 0.0000
Variable Formula
LI001 TABLE2(1,1,RETVAL)
LI002 TABLE2(1,2,RETVAL)
LI003 TAXEARN+YTDEARNINGS
LI004 IF(LI002>LI003)TH(LI003)EL(LI002)
LI005 (LI004*LI001)/100
LI006 LI005-YTDWITHHOLDINGS
LI007 IF(LI006>TAXEARN)TH(TAXEARN)EL(LI006)
LI008 IF(LI007<0)TH(0)EL(LI007)
Formula Line (004 of 008)
Enter = edit Append Goto Header Create Program
Company H 09/17/2000 Terminal T000 OVR

In the example above, lines LI001, LI002, and LI003 establish values. Line LI004 then uses the If-Then-Else function to evaluate and select the value to use in the rest of the formula.

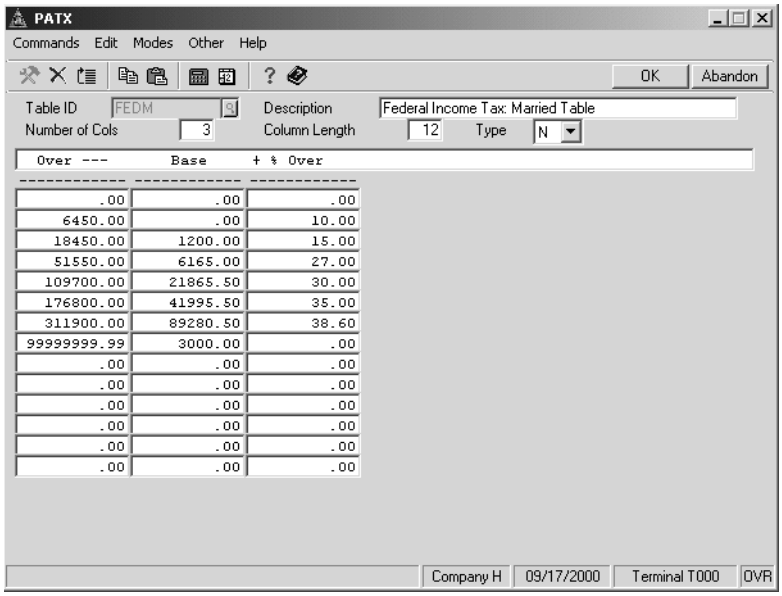
Formula Examples

To get an idea of how formulas and tables work together, read the examples below.

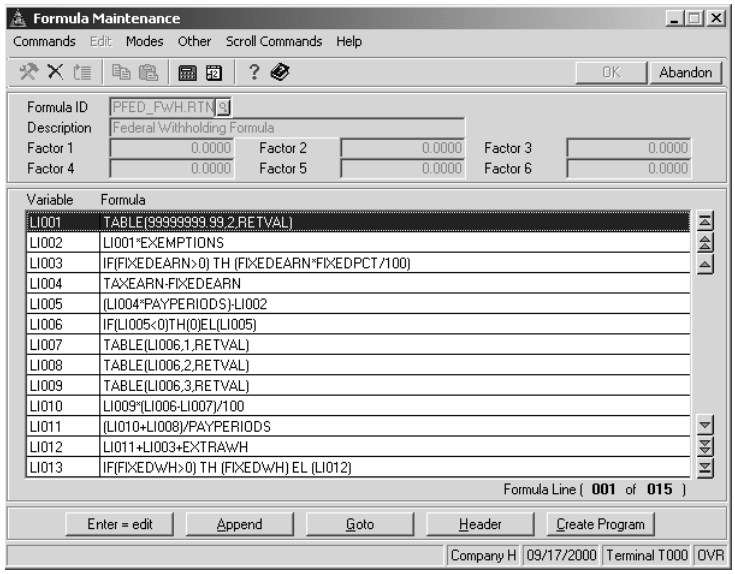
Federal Withholding

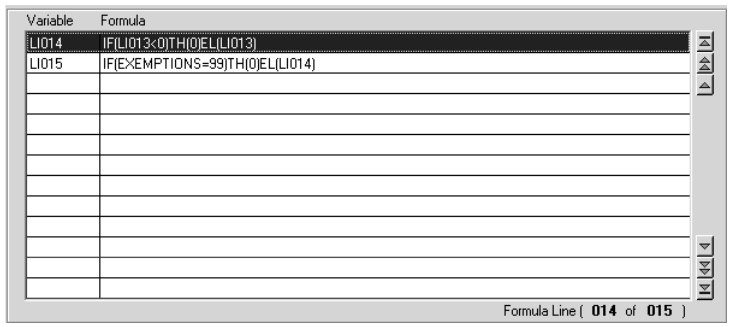
When you establish federal tax authorities in the **Tax Authority Setup** function, you specify both the formula ID and tax table ID associated with the federal withholding code.

The federal withholding formula **PFED_FWH.RTN** uses the tax table **FEDM**:



The following formula is used to calculate federal withholding:





1. The table lookup checks the first column of the **FEDM** tax table until it finds a number larger than 99999999.99. Because there can be no larger number, the table returns the value found in the second column of the last line: 2800. Variable LI001 is equal to 2800.

2. Variable LI002 is the product of LI001 times the value of the variable EXEMPTIONS (the number of federal exemptions claimed by the employee; this information is taken from the **PAEGxxx** file).

3. Line LI003 employs a conditional function. If the value of the variable FIXEDEARN (the total fixed earnings for the employee) is greater than zero, that value is multiplied by the value of FIXEDPCT (the fixed percentage for the withholding tax), and then divided by 100. Variable LI003 is equal to a fixed withholding dollar amount.

4. Fixed earnings are subtracted from taxable earnings.

5. Variable LI004 is multiplied by the total number of pay periods. Variable LI002 is then subtracted from the product.

6. If the value of LI005 is less than zero, zero is used. Otherwise, the value of LI005 is used.

7. The table lookup uses LI006 to find the appropriate line of tax table **FEDM**; it then returns the value from column 1, which is LI007.

8. The table lookup uses LI006 to find the appropriate line of tax table **FEDM**; it then returns the value from column 2, which is LI008.

9. The table lookup uses LI006 to find the appropriate line of tax table **FEDM**; it then returns the value from column 3, which is LI009.

10. LI007 is subtracted from LI006. This number is then multiplied by LI009. The product is divided by 100.

11. LI010 is added to LI008; the sum is divided by the number of pay periods.

12. LI011 is added to LI003 and the value of EXTRAWH (the employee's extra withholdings, if any).

13. Line LI013 is equal to one of two values. If the employees fixed withholding amount is greater than zero, it is equal to that number. If the employees fixed withholding amount is zero, LI013 is equal to the value of LI012.

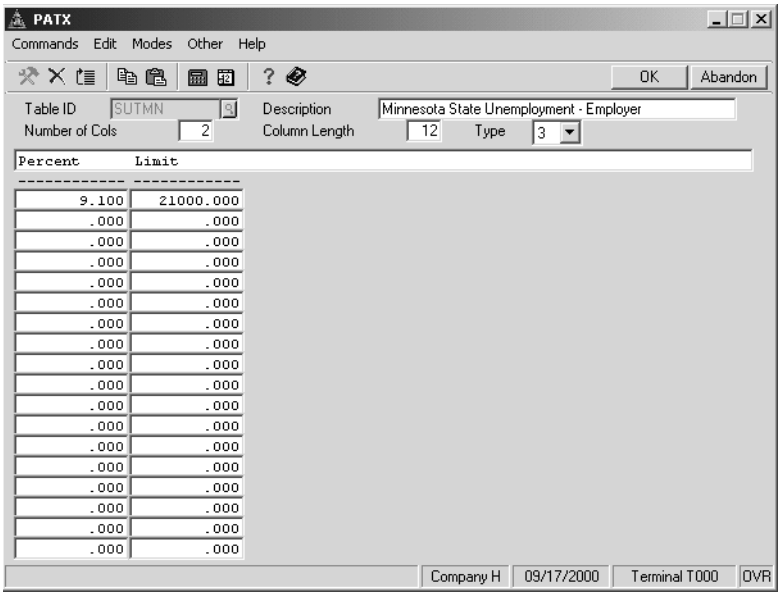
14. If the value of LI013 is less than zero, the value of LI014 is zero. Otherwise, the value of LI014 is equal to LI013.

15. The result of the entire formula is the result of its last line. In this case the result is based on a conditional. If the number of federal exemptions is 99, the result of the formula is zero; if not, the result of the formula is equal to LI014.

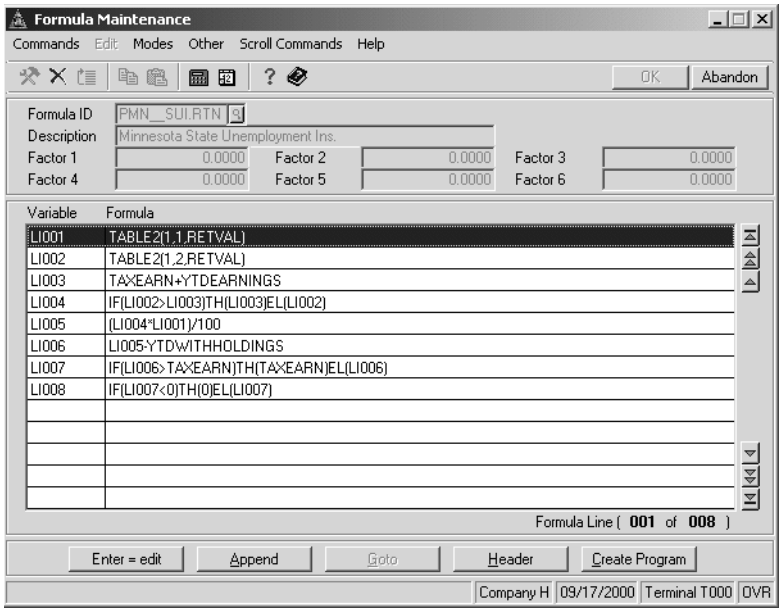
State Unemployment Insurance

When you establish state tax authorities in the **Tax Authority Setup** function, you specify both the formula ID and tax table ID associated with the withholding code.

The Minnesota state employer-side unemployment withholding formula **PMN__SUI.RTN** uses tax table **SUTMN**.



The following formula is used to calculate Minnesota state employer-side unemployment withholding taxes:



1. The **TABLE2** function looks for the value in line 1, column 1 of the tax table, which in this case equals 9.10.

2. The **TABLE2** function looks for the value in line 1, column 2 of the tax table, which in this case equals 19000.

3. TAXEARN (taxable earnings) is added to YTDEARNINGS (year-to-date earnings for that withholding).

4. Line 4 of the formula employs the conditional function; in this case the result is the smaller of LI002 or LI003.

5. The value established in LI004 is multiplied by LI001; the product is divided by 100.

6. YTDWITHHOLDINGS (year-to-date withholdings) is subtracted from LI005.

7. The conditional function is used to determine the value of LI007. If LI006 is greater than TAXEARN, LI007 is equal to TAXEARN; if not, LI007 is equal to LI006.

8. The result of the entire formula is the result of its last line. In this case the result is based on a conditional. In this case if LI007 is less than zero, the result of the formula is zero. If LI007 is greater than zero, that is the result of the formula.

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